



Continuing Medical Education

STANDARDS FOR CONTINUING EDUCATION: REVALIDATION AND MAINTENANCE OF MEMBERSHIP

Revalidation Program

Saskatchewan physicians who are licensed on a full, provisional or special licence are required to enroll in a continuing professional learning program (5-year cycle) with the **Royal College of Physicians and Surgeons of Canada (RCPC)** or the **College of Family Physicians of Canada (CFPC)** in order to renew their professional registration for the upcoming year. This process is known as **revalidation**.

If you hold only a temporary or educational licence, you are not required to enroll for Mainpro or Maintenance of Certification.

Where to enroll

Current members of the CFPC or the RCPC will need to **meet the requirements** of **Mainpro** or **Maintenance of Certification** at the end of their cycle, and provide proof that this has been done. If you are **not currently enrolled** in either Mainpro or Maintenance of Certification, you will need to **enroll prior to applying to renew your licence** for the upcoming year.

Non-members of the CFPC can enroll in Mainpro and have their Continuing Medical Education (CME) activities tracked in the same way as certified members have their CME activities tracked. This is also the same for non-certified specialists as they can enroll with the RCPC in the Maintenance of Certification program and have their CME activities tracked.

You are encouraged to attend to this matter promptly. **Failure to comply and enroll may result in a refusal by the Registrar to renew your professional registration.** Please be aware that indicating that you are enrolled in a program when you are not may result in disciplinary action.

For Family Physicians or General Practitioners:

CCFP – Certification with the CFPC
FCFP – Fellowship with the CFPC

For Specialists:

CRPC or CRSC - Certification of the RCPC
FRPC or FRSC – Fellowship of the RCPC.

To enroll in an approved Continuing Professional Learning Program, contact one of these two colleges:

Mainpro

The College of Family Physicians of Canada
2630 Skymark Avenue, Mississauga, ON L4W 5A4
CFPC dedicated hotline: 1-866-224-8104
or toll free 1-800-387-6197 ext 204
www.cfpc.ca

Maintenance of Certification

The Royal College of Physicians and Surgeons of Canada
774 Echo Drive, Ottawa ON Canada K1S 5N8
RCPC Department of Professional Affairs:
1-613-730-6243 or toll free 1-800-461-9598
<http://rcpsc.medical.org>

Submission of Credits and Payment of Fees

In addition to submitting the necessary paperwork, you must ensure that you submit the necessary **initial enrollment fees** and the **annual enrollment fees**. *If the fees are not duly submitted, you are either not enrolled or your enrollment will be discontinued.*

Once enrolled, you will not be required to submit your CME information to the CPSS until the end of your five year learning cycle. Instead, you will **record the information with your learning program**. We encourage you to enter your CME activity into your online account as soon as the activity is completed. Physicians who wait until the completion of the learning cycle to enter credits into the account run the risk of *losing access to the online account* and losing the ability to enter credits.

You must ensure that you meet the **minimum credit requirements** as established by the program in which you are enrolled or fees will be imposed as outlined below.

At the completion of your learning cycle, you will be required to **provide the CPSS with a certificate** from your program confirming that you successfully completed your learning cycle. The certificate may be obtained from the program website (Mainpro or Maintenance of Certification) and must be submitted during registration renewal.

Registration Renewal

At the time of registration renewal, you will be asked to confirm that you are enrolled in a program and to provide the date of your 5-year learning cycle (set by the program in which you have enrolled).

At the end of the five year learning cycle, you will be required to provide the CPSS with proof that you have met the requirements of Mainpro or Maintenance of Certification. Failure to do so will mean that you will be unable to renew your licence unless you receive an extension or an exemption from the Registrar.

Fees for Non-Compliance

The Registrar's Office will administer fees to ensure cost recovery from physicians who fail to meet CME requirements and who fail to comply with regulatory bylaw 5.1 *Standards for Continuing Education and Maintenance of Membership*:

- a. A physician who fails to enroll in Mainpro or Maintenance of Certification, or who fails to maintain enrollment in Mainpro or Maintenance of Certification as required by regulatory bylaw 5.1, will be required to pay a fee of \$500;
- b. A physician who has failed to enroll in Mainpro or Maintenance of Certification, or who fails to maintain enrollment in Mainpro or Maintenance of Certification as required by regulatory bylaw 5.1 and who is required to comply with any of the conditions in regulatory bylaw 5.1(h) shall, in addition to the \$500 fee in paragraph (a), be required to pay a fee of \$500;
- c. A physician who has enrolled in Mainpro or Maintenance of Certification as required by bylaw 5.1, but who has failed to meet the requirements of the program, or has failed to provide the evidence required by paragraph (d)(iv) and who is required to comply with any of the conditions in regulatory bylaw 5.1(h), shall be required to pay a fee of \$500.

IMPORTANT

Failure to submit your credits into your online account will result in a failure to provide the required certificate and you will be subject to fees for non-compliance as described below or the CPSS may decline to renew your registration.

**Don't delay;
make your revalidation
arrangements today!**

Frequently Asked Questions

Q- I enrolled in the appropriate program (RCPSC or CFPC) but have allowed my enrollment to lapse. Is this a problem?

A- Yes this is a significant problem. If you wish to renew your registration for the upcoming year, you must be enrolled in a program with either the RCPSC or the CFPC, and stay enrolled. Keep in mind that failure to pay the fees means loss of enrollment!

Q- Is there a minimum number of credits that I need to accrue for my program?

A- Yes. It is your responsibility to know the number of credits required to satisfy your program requirements. Royal College and CFPC programs require a minimum number of credits each year. It is your responsibility to track your credits in your online account with your program. At the end of your learning cycle your program must confirm to the CPSS that you have met the requirements of their program.

Q- Do I need to submit my CME information (attendance records, certificates etc) to the CPSS?

A- No, we only require a statement from your continuing professional learning program that you have successfully completed program requirements at the end of your learning cycle.

Q- I am at the end of my current learning cycle. What do I do?

A- You will need to obtain a statement from the relevant program that confirms you have met all of the requirements of your program and submit it to the CPSS. A statement of accrued credits is not sufficient for revalidation purposes.

Q- I need a new learning cycle, what do I need to do?

A - Contact your continuing professional learning program at your respective College (CFPC or RCPSC) to request the dates of your new learning cycle. Retain this information as you will need to provide it to the CPSS when you complete your next annual registration renewal.

Q- Am I eligible for an exemption from revalidation?

A- Physicians who meet the following criteria may be eligible to apply to the CPSS for exemption:

- Physicians practicing outside of Saskatchewan who wish to maintain an active Saskatchewan license;
- Physicians whose practice is restricted to surgical assisting;
- Physicians whose practice is restricted to administrative medicine.

Physicians who meet the above criteria will need to contact the CPSS office to apply for an exemption. Applications for exemption must be submitted on an annual basis prior to professional registration renewal. Only the CPSS can approve an exemption from revalidation.

Q - What do I need to do if I think the exemption criteria may apply to my circumstance?

A - Contact Barb Porter, Director of Physician Registration at 1- 306-244-7355 to discuss your situation. She will provide the advice you require.

Bylaw 5.1 Standards for Continuing Education and Maintenance of Membership

- a. In this bylaw:
 - i. the term “Mainpro” means the program of Continuing Medical Education which the College of Family Physicians of Canada may require from time to time of its members as a condition of maintaining certification with the College of Family Physicians of Canada. The program, at the date of implementation of this bylaw, is called “Mainpro”. If the name or requirements of that program shall change, the requirements of this bylaw will continue to apply to physicians licensed in Saskatchewan, despite a change in the name or requirements;
 - ii. the term “Maintenance of Certification” means the program of Continuing Medical Education which the Royal College of Physicians and Surgeons of Canada may require from time to time of its members as a condition of maintaining fellowship with the Royal College of Physicians and Surgeons of Canada. The program, at the date of this bylaw, is called “Maintenance of Certification”. If the name or requirements of that program shall change, the requirements of this bylaw will continue to apply to physicians licensed in Saskatchewan, despite a change in the name or requirements.
- b. All licences to practise as a regular member - active, as a provisional member - active, as a special member, or a senior life member - active expire on November 30, next following the date of issuance of the licence.
- c. This bylaw shall apply to all physicians who have been granted a licence to practise as a regular member – active, as a provisional member – active, as a special member, or a senior life member-active, whether such physician is, or is not, a certificant, member or fellow of either CFPC or RCPSC.
- d. In order to renew a licence to practise as a regular member – active, as a provisional member – active, as a special member, or a senior life member – active, a physician shall:
 - i. provide a statement to the College of Physicians and Surgeons that the physician is enrolled in either Mainpro or Maintenance of Certification;
 - ii. if the physician is enrolled in Mainpro, provide a statement of the date established by CFPC for the physician to meet the requirements of Mainpro;
 - iii. if a physician has reached the date established by CFPC for the physician to meet the requirements of Mainpro, or the date established by RCPSC for the physician to meet the requirements of Maintenance of Certification, provide proof to the satisfaction of the Registrar that the physician has met the requirements of Mainpro or Maintenance of Certification, as the case may be;
- e. A physician may apply to the Registrar for:
 - i. an exemption from the requirements of this bylaw; or
 - ii. a direction that the physician’s licence be renewed, notwithstanding the failure of the physician to meet the requirements of this bylaw.
- f. The Registrar may require a physician making such a request to provide such information or documentation as the Registrar may specify, and may refuse to consider the application until such information or documentation is provided.
- g. The Registrar may, in the exercise of the Registrar’s discretion, grant or refuse a physician’s request under this bylaw, or may grant the request subject to such terms and conditions as the Registrar may specify. In making a decision to grant, refuse, or grant subject to terms and conditions such a request, the Registrar may consider matters such as the following:
 - i. the efforts of the physician to comply with the terms of the bylaw;
 - ii. whether the physician is in substantial compliance with the terms of the bylaw;
 - iii. the extent to which a physician is engaged in clinical practice;
 - iv. whether the physician has applied to the CFPC or RCPSC for an extension of time to meet the Mainpro or Maintenance of Certification requirements, or for other relief with respect to the Mainpro or Maintenance of Certification requirements;
 - v. if the physician has made such an application, the position of CFPC or RCPSC in response to the request;
 - vi. any other matter that the Registrar may consider relevant to the request.

- h. The Registrar may, in granting such a request, include any or all of the following conditions:
 - i. the physician will provide an undertaking in writing that the physician will meet such terms and conditions as may be required by the Registrar;
 - ii. the physician will take such form of education or remediation as the Registrar may specify;
 - iii. the physician will meet the requirements of Mainpro or Maintenance of Certification within such time as the Registrar may specify;
 - iv. any other term or condition as the Registrar believes is consistent with the goals and objectives of this bylaw.
- i. If the Registrar imposes terms or conditions pursuant to paragraph 5.1(h), and a physician fails to meet those conditions, the Registrar may refuse to renew a physician's licence when the physician next requests a licence renewal.
- j. The Registrar shall not renew a physician's licence unless the physician meets the requirements of this bylaw.
- k. A decision made by the Registrar pursuant to paragraph 5.1 shall be subject to review by the Council in the same manner as provided in section 31.1 of the Act.
- l. Where a physician has been refused renewal of a licence pursuant to this bylaw, and where the physician thereafter meets the requirements of this bylaw, the physician may apply within one year to be re-registered and, upon payment of the fee and meeting the other requirements for renewal of licensure prescribed in the College bylaws, the physician's licence shall be restored.