

PHYSICIAN LICENSURE ANNUAL RENEWAL


Frequently Asked Questions (FAQ)

Where do I go to begin my licensure renewal?

You will receive an email notification from cpssreg-renew@cps.sk.ca to indicate when you are able access the online platform to renew your license for the upcoming year.

The email will include two options for you to proceed.

1. **Renewal Link** will take you to your login page. Use this link *if you remember* your password from last year.
 - Enter your username and password. Once you are logged in, you will be able to access the renewal start button the “Click Here to Proceed to Renewal Page” from “My Profile” in the top navigation bar.
2. **Reset Password Link** will redirect you to our website to create a new password. Use this link *if you cannot* remember your password.
 - After you have created your new password and are logged in, you will be able to access the renewal button the “Click Here to Proceed to Renewal Page” from “My Profile” in the top navigation bar.

****Please note**** - The renewal system is optimized for using **Google Chrome Browser**  and using a **desktop computer or laptop**. Using your phone or tablet may result in unforeseen issues. Where possible, it is recommended that you complete your renewal from a **home or personal computer**, rather than a Saskatchewan Health Authority or SaskCancer Agency Workstation, due to possible **firewall settings**.

How will I know what my username is for the Online Licensure Renewal Site?

Your **MINC number** (Medical Identification Number for Canada) is your username.

How will I know what my password is for the Online Licensure Renewal Site?

You will receive an email notification indicating when the Physician Renewal platform is open. The email will contain a link to create your own password.

How do I unlock my account?

If you are having issues logging into your account, you can send an email to it.support@cps.sk.ca or call the College at 306-244-7355.

Key Renewal Dates

Key Dates	Licensure Renewal	Corporation Permit Renewal
Deadline to Renew	November 1	November 16
Late Fee applied	Midnight November 1	Midnight November 16
Expiry	November 30	December 31
Re-Registration Fee applied	Midnight November 30	Midnight December 31

Fee Type	Licensure Renewal	Corporation Permit Renewal
Annual Renewal Fee	\$2070	\$150
Late Fee	\$300	\$100
Re-Registration/Restoration Fee	\$450	\$350

What information will I need available to complete my Renewal?

To successfully complete your licensure renewal online, you will require:

- Your CMPA number (if you haven't previously communicated it to the CPSS);
- An email address that has been updated for use by the CPSS;
- A Visa or Mastercard (if you plan to pay online); and
- Details of your five-year Continuing Medical Education professional learning cycle with either the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada. Please see [Doctalk article 'Continuing Medical Education'](#) for more information on what you will need to provide during your renewal.

How will I know if I have answered everything that is required for my renewal on the online system?

The renewal platform will highlight in red any missed required fields. The system will also not let you proceed, if questions remain unanswered.

What if I have to stop part way through my renewal process?

You may save your renewal at any point. You should scroll to the bottom of the last page completed and press 'Save and Continue' to capture any answers you have provided.

You will need to log back into the CPSS renewal platform to continue where you left off.

How can I make a correction in my renewal after submission?

If you have submitted your renewal, you will not be able to return to the form to make any changes. If you need to make a correction after submitting, please email cpssreg-renew@cps.sk.ca or call the College at 306-244-7355. Please have your submission number available.

What if I am thinking about lapsing my license?

If you wish your licensure to lapse, please contact the College at 306-244-7355 to discuss your options. There may be good reasons for you to decide to complete the online process and select an Inactive licensure rather than allowing your licence to lapse due to 'Non payment'.

What if I don't need to renew my licence for a full calendar year?

If you don't plan to renew your licence for a full year, please contact the College at 306-244-7355 to discuss your options before you begin your online renewal.

What are the payment options for my renewal licensure?

Within the renewal system, you will have the option to select payment by:

- Visa or Mastercard
- by cheque
- by third party payment.

Note: If a third party is paying your fees, or you are paying by cheque, your renewal status will remain "incomplete" until the payment is received by the CPSS and matched with the online renewal information submitted. You will be issued a receipt for payment when your Licensure Renewal Card is issued. Your payment must be received by the CPSS before midnight, November 1, to avoid financial penalty.

How will I know my payment was received?

Your licence and receipt will be sent once payment is confirmed. If there is any issue with processing your payment, the CPSS will reach out to you directly.

When can I expect to receive my renewed licence and receipt from the CPSS?

When all requirements have been met for licensure renewal, the CPSS will issue you an annual licensure card and receipt electronically.

How will I know if I successfully submitted my Renewal?

When you have submitted the renewal application, you will be taken to a confirmation page. You will also receive a confirmation email as well to confirm your renewal was successfully submitted. You may wish to keep a copy of your confirmation number for future reference.

Will I be able to print a copy of my completed renewal form for my records?

Currently, the application does not allow for printing of your renewal application form. If you would like to keep a record of your submission, you will be required to print each screen from your browser before proceeding to the next section.

What if I renew after the submission deadline of November 1?

You will be charged a late fee of \$300

What if I renew after my Licence expires on November 30?

The CPSS will keep the licensure renewal system open approximately 10 days after the November 30 licensure expiry date.

If you submit a renewal after November 30, you will be charged a re-registration fee of \$450, in addition to the late fee of \$300.

Can the CPSS set up monthly auto-withdrawals for my Licensure renewal?

At this time, we are not set up to take reoccurring payments for Licensure Renewal.