



## Physician Renewal - Frequently Asked Questions (FAQ)

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### Where do I go to begin my licensure renewal?

You will receive an email notification from [cpssreg-renew@cps.sk.ca](mailto:cpssreg-renew@cps.sk.ca) that you are now able to renew your license for the upcoming year.

The email will include two links.

- The first link “**Start Renewal Process**” will take you to your login page, use think-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 button the “**Click Here to Proceed to Renewal Page**” from “**My Profile**” in the top navigation bar.
- The second link “**Reset Password**” will redirect to our website for you 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 will work best using the **Chrome Browser** and using a **desktop computer or laptop**, versus a phone or tablet and it is recommended you complete your renewal from a **home or personal computer**, rather than trying to complete it from a Saskatchewan Health Authority or Cancer Agency Workstation, due to possible **firewall settings**.

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

Your MINC number is your username.

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

You will receive an email when the Physician Renewal platform is open with 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](mailto:it.support@cps.sk.ca) or call the College at 306-244-7355.

### What information will I need available to complete my Renewal?

To successfully complete the renewal of your licensure online you will require:

- Your CMPA number;
- An email address;

- A Visa or Mastercard; 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.

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

The renewal platform will notify you if you missed a required field. Please refer to the Physician Renewal Guide.

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

You may save your renewal at any point. You will need to log back into CPSS to continue where you left off. Please refer to the Physician Renewal Guide.

**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 make any changes. If you need to make a correction afterwards please email [cpssreg-renew@cps.sk.ca](mailto: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 licence?**

If you wish your licensure to lapse, please contact the College to discuss your options, as it may be worthwhile to complete the online process and select an Inactive licensure rather than allowing your licence to lapse.

**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 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 at CPSS and matched with the online renewal information. You will be issued a receipt for payment when your Licensure Renewal Card is issued.

**How will I know my payment was received?**

If there is any issue with payment the College will reach out to you directly.

**When can I expect to receive my Licensure Renewal Card from the college?**

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

**What if I miss the deadline for renewal?**

You will be charged a re-registration fee of \$450.

**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.

**Can 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.

**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. If you would like to keep a record of your submission you will need to print each screen from your browser before proceeding to the next section.