



A GUIDE TO REGISTRATION

Licensure for Residents Completing Training

*The information on application processes in this guide is intended for residents who plan to practise medicine in Saskatchewan.

February 2023



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How and when to apply for your Licence in Saskatchewan

If you are considering licensure outside Saskatchewan, contact the appropriate licensing authority in the jurisdiction for which you seek licensure.

Have usask e-mail? Moving?

Make sure to update your contact info with the College!

101-2174 Airport Drive
Saskatoon, SK
S7L 6M6
(306) 244-7355
cpsreg@cps.sk.ca



cps.sk.ca

Licence Types and How to Qualify



Residents nearing the end of their training program and who intend to practise medicine in Saskatchewan must apply for a licence with the College of Physicians and Surgeons of Saskatchewan (CPSS).

(See p. 6 for applicable fees.)

Obtaining some of the required documentation for licensure can be time consuming. We encourage residents entering the 6 months of their training, to initiate the Licensure application process as soon as possible.

Regular Licence

Applicants must have:

- ✓ successfully obtained the Licentiate of the Medical Council of Canada (LMCC).
To apply for your LMCC:
 - Please log into your physiciansapply.ca account
 - Click on **Other Service Requests**
 - Select **Apply for LMCC** and follow the on-screen instructions.

Or to review criteria for obtaining the LMCC, please visit the Medical Council of Canada Website.

- ✓ satisfactorily completed post-graduate training and have access to the completion certificate (not required with initial application);
- ✓ certification with the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC) and have results available.

Note: CPSS Registration Services will confirm your pass results to lists that we receive from the CFPC and the RCPSC. The timing of when CPSS receives these lists may impact your practice start date.

We cannot guarantee a start date to your licence, if you do not make your application in advance. We ask that you apply at least 3-6 months in advance of your program end date.

With either licence noted on this page, you will:

- ✓ renew annually online on or before November 1
- ✓ be required to enroll in a CME program.

Provisional Licence (with restrictions)

Applicants must have:

- ✓ successfully completed the Medical Council of Canada Qualifying Exam 1 (MCCQE1);
- ✓ satisfactorily completed postgraduate training and have access to the completion certificate (not required with the initial application);
- ✓ continued eligibility with the RCPSC or the CFPC.

or

On a Provisional Licence (with restrictions), a physician is restricted to practising under supervision.

Supervision includes:

- ✓ reviews of charts
- ✓ chart-stimulated discussion with the physician being supervised
- ✓ reports to the CPSS at regular intervals using a form provided by the CPSS

Physicians are responsible for the cost of the supervision and may be required to assist the College in locating a willing supervisor.

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 the CPSS Registration staff.

How to Apply for a Licence

- 1 If you are in your **LAST YEAR** of Residency, you can submit your application for **Licensure** as soon as January of your completion year, even if you do not yet have your Exam results.

Don't have a www.physiciansapply.ca account?
Create an account by accessing the Physiciansapply.ca website.

There is a fee to set up an account, payable directly to the Medical Council of Canada.

1  **LOGIN** to your account at www.physiciansapply.ca

2 ▶ Go to **Applications for Medical Registration (AMR)** found in the **Overview** menu

▶ In the **Province Section** menu, select **SK-College of Physicians and Surgeons of Saskatchewan**

▶ **Enter**

- the date(s) of your certification examination (if available) with the CFPC or the RCPSC.
- history of all current and past training, licensing and practice (if applicable). This includes your training and licensing in Saskatchewan.

NOTE:

If your medical degree was obtained outside of Canada, the document will need to be source verified.

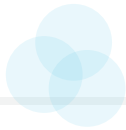
3 **Pay the Assessment Fee of \$525**

Your application will then be made available online to the CPSS.

The CPSS Registration Department will review your application and email you regarding the application process. Some additional information CPSS may require could include requests for references, certificates of professional conduct (if applicable) and other documents as required, such as establishing Identity.



Physicians cannot practice or bill for services in Saskatchewan until they have received official notification of licensure and have a licence number issued by the College of Physicians and Surgeons of Saskatchewan. CPSS notifies the Medical Services Branch with the Ministry of Health of all newly issued licences and this will trigger the process of having a billing number provided.



Medical Professional Corporations

Physicians holding regular or provisional licensure may be eligible to hold a permit for a **medical professional corporation (MPC)**.



Applying to Register an MPC

You will need to submit the following:

1. CPSS Corporation Application - [Form A](#)
2. Certificate of Incorporation and Articles of Incorporation (with schedules attached) registered with the Province's Information Services Corporation (ISC) - Corporate Registry
3. Other documents as may be required by the College
4. Fees

Corporation Registration Certificate	\$	350
Initial/Annual Permit Fee	\$	150
TOTAL AMOUNT PAYABLE	\$	500
5. Submit your application by email to cpsreg-corp@cps.sk.ca (Note: Please do not email the last page of FORM -A with your credit card information included. Please fax the last page to 306-912-7437. You can also submit your form in its entirety by conventional mail)

****Please note that the effective date of the corporation will be the date we receive the completed Form A, Certificate and Articles of Incorporation and payment.***

Shareholder Eligibility

All directors and voting shareholders of a medical professional corporation must be registrants with the CPSS.

Non-voting shares may be held by other persons if they fit the criteria as set out in [The Medical Profession Act, 1981](#) (the Act).

Things to Keep in Mind When Considering Registering a MPC

- All physicians practising medicine through the corporation must have liability coverage that meets CPSS requirements.
- Additional legal and accounting expenses relating to the set-up and operation of the MPC will be incurred at your expense.
- All physicians must certify having read and understood the Act and the CPSS Bylaws.
- Medical Corporation Permits are valid from January 1 to December 31. Corporation Permits must be renewed annually by November 15 of each year, regardless of the month you initially obtained your Permit.

For complete information on registering a medical professional corporation, visit:

www.cps.sk.ca

and click under the left menu heading

Registration, Professional Corporations.

Certificates of Professional Conduct



The College of Physicians and Surgeons of Saskatchewan (CPSS) 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 that has requested the document. The CPC will be sent within **ten to fifteen (10 – 15) business days** of CPSS receiving the completed request form.

Physicians requiring a CPC will need to:

- 1** Complete the **Certificate of Professional Conduct Request Form** found on our website at: www.cps.sk.ca
In the left menu, under “Registration”, click on [Certificates of Professional Conduct](#).
- 2** **Return the completed form** to the CPSS by email to: cpsreg-cpc@cps.sk.ca
- 3** **Pay** the required fee of \$105.
Payment may be made by cheque, Visa, or MasterCard, or cash if dropped off in person. **Note:** CPSS will call you for payment if done by Credit Card.



Inquiries should be directed to:
cpsreg-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.



Fee Schedule



Application for Medical Registration Fee

This fee is paid in www.physiciansapply.ca when completing your Application for Medical Registration for Saskatchewan (refer to p. 3 for details).

\$525



One-Time Registration Fee

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

\$450



Annual Licence Fee

The annual licence fee is payable at the time the licence is being granted and thereafter, upon renewal.

\$1950



Renewing your Licence

The renewal process includes payment of registration fees AND providing responses to the annual registration renewal questions.

Registration Year

The CPSS annual licensing year is from December 1 to November 30. Registration renewals are due on or before November 1 each year, regardless of the month you initially obtained your Saskatchewan Licence. All fees are non-refundable.

Renewal notices

The CPSS will send out renewal notifications in early September regarding the annual online licence renewal. These notices will provide physicians with important information about how to complete the online renewal process.



Time-Limited Licences

Physicians who will be working for a limited period during the year should contact the CPSS for fee/ licensure information relevant to their specific situation.



Corporation Permits

See p. 4 for information on Medical Professional Corporations.

\$500



Certificates of Professional Conduct

See p. 5 for information on Certificates of Professional Conduct.

\$105

For more information you can visit the CPSS Website for the complete '[Fee Schedule](#)'

Thinking of Moonlighting?



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, as is dependent on CPSS receiving all required information in full.
- Residents can only begin moonlighting once they have received confirmation of licence registration by email from the CPSS.

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

May 1 - October 31
and
November 1 - April 30

Residents who plan to provide moonlighting coverage during the academic year must obtain permission from the Program Director at the Post-graduate Medical Education (PGME) Office. To request application forms and instructions, contact **Sam Curnew, Clerical Assistant - PGME Electives & Administrative Processes**, at sam.curnew@usask.ca.

Interested applicants will need to 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
- **CPSS Moonlighting Endorsement for Intern/Resident Licence**
- to be signed by the Program Director
- **Position description**
- provided by the College of Medicine
- **Required competencies checklist**
- signed by the Program Director
- **Moonlighting Practice Plan**
- signed by the moonlighting supervisor
- **LMCC**
- shared in physiciansapply.ca

Once the above requirements/documents have been received and approved by the CPSS, the resident will receive a request for the following :

- **Licensure Fees**
- **Insurance undertaking**
The resident will be required to provide a copy of their CMPA coverage to the CPSS within 30 days of licensure.
- **Identification**
A notarized copy of your valid driver's licence or passport

For more information visit the Registration section of the CPSS website, under "Students and Residents", and click on the tab '[Moonlighting](#)'