



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.

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CONTENTS

LICENCE TYPES AND HOW TO QUALIFY	2
HOW TO APPLY FOR A LICENCE (POST-RESIDENCY)	3
MEDICAL PROFESSIONAL CORPORATIONS	4
CERTIFICATES OF PROFESSIONAL CONDUCT	5
FEE SCHEDULE	6
MOONLIGHTING	7

AVOID DELAYS!
Beat the rush!

Apply for your Saskatchewan licence today!

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?

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 intending 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 can be time consuming. Residents should begin the application process as soon as possible.
- Failure to provide all required information could result in an application being rejected or denied.

Regular Licence

Applicants must have:

- successfully enrolled in the Canadian Medical Register as a Licentiate of the Medical Council of Canada (LMCC) and have official results available;
- 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.

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

*Please allow ample time between the date of your program completion and your start date. We cannot guarantee a start date to your licence.

Either licence will require you to:

- renew annually online on or before November 1
- be enrolled 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;
- continued eligibility with the RCPSC or the CFPC.

or

On a Provisional Licence (with restrictions), the 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 (Post-Residency)



New residents or residents changing programs must contact CPSS Registration services at cpsreg@cps.sk.ca prior to applying!

Don't have a www.physiciansapply.ca account?

Create an account by accessing the PhysiciansApply 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** 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. This includes requests for references, certificates of professional conduct (if applicable) and other documents as required.



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



Medical Professional Corporations

Physicians holding regular or provisional licensure may be eligible for 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) from the Province's Information Services Corporation - Corporate Registry
3. Other documents as may be required by the College
4. Fees

Corporation Registration Fee	\$	350
Annual Permit Fee	\$	150
5. Submit your application by conventional mail, or by email to cpsreg-corp@cps.sk.ca.

**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 members of 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.
- Corporation permits must be renewed annually.

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

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 and Leaving Practice Guideline](#).)
- 2** Return the completed form to the College by email to: cpsreg-cpc@cps.sk.ca or by fax to: [306-244-0090](tel:306-244-0090)
- 3** Pay the required fee of \$105. Payment may be made by cheque, Visa, or MasterCard. (or cash if dropped off in person).



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.

\$1880



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 in the year during which you obtain a Saskatchewan licence, the annual renewal will be due and payable prior to November 1 of the following year. 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.

\$350+\$150



Certificates of Professional Conduct

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

\$105

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.
- 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 Yvonne Siermacheski, PGME Electives & Administrative Processes, at yvonne.siermacheski@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