Detailed Registration Timeline:
PGME Orientation Handbook

Registration Timeline

6 months prior to training start date

- A Visa Trainee Assistant from the PGME Office will contact you once we receive your appointment and supporting documents from the Departmental Program Director. PGME

5 months prior to training start date

- First-time applicants to the College of Physicians and Surgeons of Ontario (CPSO) who are graduates of a medical school outside Canada or USA should begin arranging for source verification of the medical degree by physiciansupport.ca immediately upon securing an appointment to residency or clinical fellowship. CPSO

- One of the Visa Trainee Assistants will email/mail you a “Letter of Employment” with a letter of eligibility from the CPSO that will allow you to apply for your work permit. PGME

- Submit your work permit application to Citizenship and Immigration Canada (CIC). The CIC Visa Office will require you to undergo a medical examination by a Canadian Government designated panel physician. It can take 6 weeks or more for CIC to process the medical report. CIC

4 months prior to training start date

- You can expect to receive an email notice from the CPSO advising you to apply for an appropriate certificate of registration. Applicants previously registered by the CPSO will receive a customized application package by email. If you have not received the CPSO notice 4 months before your expected start date, contact the CPSO. Research fellows do not need to apply to the CPSO. CPSO

- Apply for Canadian Medical Protective Association (CMPA) membership to speed up processing of your membership. CMPA

- Check the status of your CPSO application frequently. The Online Application Status system does not provide automatic reminders. For most applicants, upon arrival in Canada, the submission of your work permit and criminal record check are the final requirements for issuance of a certificate of registration. Applicants residing outside Canada must take into consideration the criminal record check processing time. Review carefully the CPSO Guide on Acceptable Criminal Record Checks. Visit the Toronto Police Service website at www.torontopolice.on.ca, for information on obtaining a clearance letter. CPPO

- Present your letter of final approval from the CIC Visa Office to a Canada Customs Officer at the port of entry when you first arrive in Canada. The actual work permit then will be issued to you, for you to keep in your passport. CIC

- Visit the University of Toronto PGME Office to start your registration and purchase University Health Insurance Plan (UHIP) health care coverage. The PGME office will fax a copy of your work permit to the CPSO along with your Ontario mailing (private) address, if available. PGME

3 months prior to training start date

- Early in the summer: If you have submitted an online request for criminal record check, visit the Toronto Police Headquarters at 40 College Street to pick up the valid clearance letter for the CPPO.

- The CPPO will issue your certificate of registration, which can be verified on their website at: www.cpsso.on.ca under Public Register Info > All Doctors Search. You can find your profile by doing a name search. If your name does not appear with an “Active Member” status, you have not yet been registered. The effective date of the certificate, issued under the Postgraduate Education class, will match the appointment start date, unless its issuance was delayed due to outstanding requirements. The CPPO cannot back-date a certificate of registration.

- Call CMPA and update them with your CPPO certificate of registration, Canadian Address and Canadian Bank account. Obtain a copy of your CMPA Membership Update.

- Provide the PGME Office with your CPPO certificate of registration and a copy of your CMPA Membership Update.

- Log onto POWER from the PGME website to finalize your registration (and pay the annual PGME registration fee).

- Print out your “Confirmation of Registration” from POWER in order to register and begin training at the training hospital/institute.

- Training start date