



# RESIDENT news

for physicians completing training

March 2017



## IN THIS ISSUE

CERTIFICATES OF PROFESSIONAL CONDUCT	2
MOONLIGHTING	3
QUALIFYING FOR LICENSURE	4
APPLYING*	5
FEES	6
ONLINE APPOINTMENT	7
MEDICAL PROFESSIONAL CORPORATIONS	7

Have usask e-mail? Moving?

**Update your contact info with the College!**

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

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

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

**cps.sk.ca**

# 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 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](http://www.cps.sk.ca)

### 2 Return the completed form to the College

by email to: [cpssreg-cpc@cps.sk.ca](mailto:cpssreg-cpc@cps.sk.ca)

or by fax to: **306-244-0090**

### 3 Pay the required fee of \$105

Payment may be made by cheque, Visa, or MasterCard.



## 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.**



Inquiries should be directed to:

[cpssreg-cpc@cps.sk.ca](mailto:cpssreg-cpc@cps.sk.ca)

# 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:

**April 1 - October 30**  
and  
**November 1 - April 30**

Residents who plan to provide moonlighting coverage during the academic year must obtain permission from the Program Director.

### Interested applicants must complete and submit the following documents to CPSS Registration Staff:

- **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 College of Medicine
- **Required competencies checklist**
  - signed by the Program Director
- **Moonlighting Practice Plan**
  - signed by the moonlighting supervisor
- **LMCC**
  - shared in [physiciansapply.ca](http://physiciansapply.ca)
- **Identification**
  - a notarized copy of your valid driver's licence or passport

Once the above requirements/documents are assembled and approved by the CPSS, the resident will receive a request for the following :

- **CPSS notarized educational endorsement application form**
- **Fees for the endorsement**
- **Insurance undertaking**

The resident will be required to provide a copy of their CMPA coverage to the CPSS within 30 days of licensure.

# Qualifying for a licence



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.



**Obtaining some of the required documentation can be time consuming. Physicians 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:

- ✓ obtained the LMCC and have official results available;
- ✓ satisfactorily completed his/her postgraduate training program and have access to the completion certificate;
- ✓ certification with the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada and have results available.

\*Registration Services will confirm your pass results to lists that we receive from the CFPC and Royal College - timing of receiving these lists may impact your practice start date.

\*Please allow ample time between the date of your program completion to 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 and provide us with the cycle dates of this program

## Provisional Licence (with restrictions)

### Applicants must have:

- ✓ successfully completed the MCCEE or MCCQE1;
- ✓ have satisfactorily completed his/her postgraduate training program and have access to the completion certificate;
- ✓ have continued eligibility with the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada

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 on a form provided by the CPSS

### Physicians are responsible for the cost of the supervision.



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.



# APPLYING for Saskatchewan Licensure

**!** Not applicable to new residents or residents changing programs - please contact us if this applies to you!

Don't have a  
[www.physiciansapply.ca](http://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](http://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 with the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.
- All training, licensing and practice (if applicable) history - 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** 

Your application will then be made available online to the College of Physicians and Surgeons of Saskatchewan.

The CPSS Registration Department will review your application and email you regarding the application process.

**4** ▶ **Online Registration Appointment**

Once all the required documentation is received and the application is considered complete, the CPSS Registration Department will grant you access to the online Registration Appointment.

Required documentation includes references and certificates of professional conduct (if applicable).



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

# Registration and Licencing Fees



## One-Time Registration Fee

# \$450

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



## Annual Licence Fee

# \$1880

The annual licence fee is payable at the time the licence is being granted.



## Renewing your licence

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

### Registration Year

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.

This fee is non-refundable and cannot be prorated.

### Renewal notices

The CPSS sends out renewal notifications in early October regarding the annual online licence renewal. These notices provide access information for physicians to complete the renewal process online.



## Time-Limited Licences

Physicians who will be working for a limited period during the year should contact the College of Physicians and Surgeons for fee/licensure information relevant to his/her specific situation.

# Online Registration Appointment



## New Applicants

New applicants must complete an online Registration Appointment as part of the licensure process.

Once all of the required documents have been collected and reviewed, Registration Staff will grant you access to proceed to the online registration appointment. In addition, physicians on provisional with restrictions licence the supervision arrangements must be finished prior to being granted access to the online appointment.

## Completing the Online Registration Appointment

The appointment involves a review of a broad variety of topics, with a short quiz at the end of each chapter.

Once your quizzes are submitted, a Completion Certificate will be generated by the College of Medicine\*.

Registration Staff will issue a licence following receipt of the Completion Certificate from the College of Medicine Continuing Medical Education (CME) office.

Following completion of the appointment, physicians are granted CME credits by the College of Medicine.

\*The electronic appointment is hosted by the College of Medicine Continuing Medical Education (CME) Office.

# Medical Professional Corporations

Physicians who become registered may be eligible for a permit for a medical professional corporation.

Information and the application form for a medical professional corporations is available at the CPSS website at

[www.cps.sk.ca](http://www.cps.sk.ca)

under the left menu heading **Registration, Professional Corporations.**

