

APPLYING FOR LICENSING

Important notes

- We are aware that some of you have been impacted by cancelled exams. Please know that if your exams were impacted due to the COVID-19 pandemic you will likely be granted a provisional licence which allows you to practice independently, allows you to locum, **and does NOT require sponsorship and supervision**. You will be able to practise on this provisional licence but you will be expected to sit the next available sitting of the exam (when available to you).
- Yes, you will still be required to complete the MCCQE Part II (when available to you).
- Timing of the application: if you require a July 1st effective date, **please apply after April 1st but no later than May 3 and submit all documentation before June 17**. Note that your residency completion letters will be sent after June 17 (and this is expected and always the case).
- The effective date of your licence to practice will not be granted before July 1.
- If you are practising in a BC hospital that requires a Certificate of Professional Conduct (CPC) for credentialing, allow until at least **July 7, 2021** to commence practice as CPC's will not be issued in advance.

SUMMARY: KEY DATES

Apply after April 1 but before May 3

Submit all documentation before June 17 if you need to start by July 1 (with the exception of the program completion letter which UBC will send on your behalf at a later date)

If you'll be practicing in a BC hospital that requires a CPC note that this CPC won't be issued until July 7

STEP 1 – Apply for licensure

Go to physiciansapply.ca – Applications for Medical Registration System and log in.

Click on “applications for medical registration.”

The following screen will appear. Click **BC** and then **NEXT**.

physiciansapply.ca: APPLICATION FOR REGISTRATION

AMR APPLICATION

PROVINCE SELECTION 

Select the province to which you would like to apply for registration:

MEDICAL REGULATORY AUTHORITY	APPLICATION TYPE
<input type="radio"/> AB College of Physicians and Surgeons of Alberta	Review of Qualifications
<input checked="" type="radio"/> BC College of Physicians and Surgeons of British Columbia	Complete Application Info
<input type="radio"/> MB College of Physicians and Surgeons of Manitoba	Review of Qualifications
<input type="radio"/> NB College of Physicians and Surgeons of New Brunswick	Not available at this time
<input type="radio"/> NL College of Physicians and Surgeons of Newfoundland and Labrador	Review of Qualifications
<input type="radio"/> NS College of Physicians and Surgeons of Nova Scotia	Review of Qualifications
<input type="radio"/> NT Government of the Northwest Territories	Not available at this time
<input type="radio"/> NU Government of Nunavut	Not available at this time
<input type="radio"/> ON College of Physicians and Surgeons of Ontario	Not available at this time
<input type="radio"/> PE College of Physicians and Surgeons of Prince Edward Island	Complete Application
<input type="radio"/> QC Collège des médecins du Québec	Complete Application
<input type="radio"/> SK College of Physicians and Surgeons of Saskatchewan	Review of Qualifications
<input type="radio"/> YT Yukon Medical Council	Complete Application

 NEXT

The following screen will then appear. Read this through carefully. Click **AGREE**. Your application will then be saved. Any time you return to your application, you will have to select BC and then agree to this statement.

By clicking the **I Agree** button, I confirm that I have reviewed the registration criteria in the province/territory of:

- British Columbia** ([Web link](#))

If you are a **current resident** graduating from a Canadian university outside of BC - Please contact the College of Physicians and Surgeons of BC for instructions prior to applying.

ATTENTION – THIS APPLICATION IS ONLY FOR PHYSICIANS SEEKING AN INDEPENDENT PRACTICE LICENCE OR REACTIVATION OF THE SAME. FULL LICENSURE CRITERIA CAN BE FOUND HERE. DO NOT APPLY ONLINE IF:

- You are an applicant for the educational class (medical student, fellow, resident or trainee)
- You have been directed to source verify your documents only
- You are currently a Canadian resident with more than 3 months of postgraduate training left
- You are seeking a Provisional licence and have not been directed to apply by [Health Match BC](#) or [CPSBC](#)
- You have already begun an application with [CPSBC](#)
- Your intended start date for practice in BC is more than 4 months away (unless directed otherwise)

CONTACT THE CPSBC IF YOU ARE UNSURE HOW TO PROCEED. YOU MUST DETAIL ALL CANADIAN CERTIFICATIONS AND CANADIAN TRAINING COMPLETED SINCE MEDICAL SCHOOL, INCLUDING WITHIN BC. FEES PAID FOR INCOMPLETE OR IMPROPERLY COMPLETED APPLICATIONS WILL NOT BE REFUNDED. FEES PAID FOR APPLICATIONS THAT ARE SUBSEQUENTLY WITHDRAWN WILL NOT BE REFUNDED. PLEASE NOTE THAT AS OF JULY 1, 2018, CPSBC WILL NO LONGER ACCEPT THE TOEFL-IBT TEST AS EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY.

Please contact the MCC at (613) 520-2240 should you have any technical difficulties.

 I DO NOT AGREE I AGREE

On the left hand-side you will see “AMR APPLICATION” with the following subcategories (see below). This document will walk you through each subcategory.

AMR APPLICATION	
Select Province(s)	▶
Practice Intentions	
Personal Information	
Contact Information	
Medical Education	
Canadian Credentials	
Non-Canadian Credentials	
Postgraduate Training	▶
Exams / Certifications	
Licences & Registrations	
Practice Experience	
Language Proficiency	
Declarations	
Terms and Conditions	
Warnings / Omissions	
Summary	

AMR Section: Practice Intentions

Intended scope of practice: Straightforward. Click your intended scope of practice (e.g. family practice and/or emergency medicine).

Practice intent: Straightforward. Click components of intended professional activity.

Intended duration of practice - Click **Long term**.

Indicate intended start date – choose start date (likely July 1, 2021).

Describe your intended practice intentions in Canada - write a brief, simple blurb about your practice intentions.

Intended practice location: Complete this to the best of your ability. Keep it general if you don't have specifics organized yet (i.e. just put down cities or Health Authorities).

AMR Section: Personal Information

Straightforward

AMR Section: Contact Information

Straightforward

AMR Section: Medical Education

Straightforward

AMR Section: Canadian Credentials

The following screen will appear. For those of you that are completing the CCFP/RCPSC in the Spring of your graduating year, it will look something like this:

LOCATION: Home > Registration Language: EN | FR [Print](#) [Log Out](#)

SELECTION: [AB](#) [BC](#) [MB](#) [NB](#) [NL](#) [NS](#) [NT](#) [NU](#) [ON](#) [PE](#) [QC](#) [SK](#) [YT](#)

physiciansapply.ca: APPLICATION FOR REGISTRATION

AMR APPLICATION	CANADIAN CERTIFICATIONS
Select Province(s) ▾	This section refers to certification(s) you hold or you are in the process of obtaining from the College of Family Physicians of Canada (CFPC), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the Collège des médecins du Québec (CMQ)
Practice Intentions	Delete this certification
Personal Information	* Please indicate if you currently have a certification or if you are in the process of obtaining it <input type="radio"/> Currently hold <input checked="" type="radio"/> In process of obtaining BC
Contact Information	* Certifying body: <input checked="" type="radio"/> College of Family Physicians of Canada (CFPC) <input type="radio"/> Royal College of Physicians and Surgeons of Canada (RCPSC) BC
Medical Education	* Certification: <input checked="" type="radio"/> Certificant of the College of Family Physicians (CCFP) <input type="radio"/> Certificant of the College of Family Physicians - Emergency medicine (CCFP-EM) BC
Canadian Credentials ▾	* Have you taken the certification examination? <input checked="" type="radio"/> Yes <input type="radio"/> No BC
Non-Canadian Credentials	* Results: Results Pending BC
Postgraduate Training	* Date taken: 2018-04-20 YYYY-MM-DD BC
Exams / Certifications	ADD CANADIAN CERTIFICATION
Licences & Registrations	
Practice Experience	
Language Proficiency	
Background	
Declarations	
Terms and Conditions	
Warnings / Omissions	
Summary	

[PREVIOUS](#) [NEXT](#)

If you've already taken and passed the CCFP/RCPSC please indicate this.

AMR Section: Non-Canadian Credentials

For Canadian medical graduates, nothing needs to be done here.

AMR Section: Postgraduate Training

Say YES, Canada and indicate your specialty (e.g. Pediatrics, FM, etc).

- Rotation start date = July 1 of R1 (start of residency)
- Rotation end date = June 30 of R2 (end of residency) unless you took longer to complete
- Medical school/university/hospital name = UBC – DEPT
- Position held = Resident
- Say YES to the next question
- Provide details if your residency was extended in any way
- *DO NOT LIST EACH INDIVIDUAL ROTATION. You simply enter the start and end date of your program*

physiciansapply.ca: APPLICATION FOR REGISTRATION

POSTGRADUATE TRAINING - FAMILY MEDICINE		?
* Do you have any postgraduate training, internship or residency?	<input checked="" type="radio"/> Yes <input type="radio"/> No	BC
* Country in which rotation occurred:	CANADA	BC
* Rotation (select one):	<input type="radio"/> Pediatrics <input type="radio"/> Obstetrics and gynecology <input type="radio"/> Internal medicine <input type="radio"/> General surgery <input type="radio"/> Emergency medicine <input type="radio"/> Psychiatry <input checked="" type="radio"/> Family medicine <input type="radio"/> Other	BC
* Rotation start date:	YYYY-MM-DD	BC
* Rotation end date:	YYYY-MM-DD	BC
* Medical school/university/hospital name:	- Select -	BC
* Position held during rotation:	- Select -	BC
* Was this period of postgraduate training performed satisfactorily as determined by your Program Director?	<input type="radio"/> Yes <input type="radio"/> No	BC
If you required more than the usual time to complete your program, provide details:		BC
<input type="button" value="ADD ROTATION"/>		

PREVIOUS

NEXT

AMR Section: Exams/Certifications

The following screen will appear. Indicate when you believe you will be writing your QE II. If you already have the LMCC please indicate this.

LICENTIATE OF THE MEDICAL COUNCIL OF CANADA (LMCC)		
* Do you hold the Licentiate of the Medical Council of Canada (LMCC)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Is your result for MCC Qualifying Examination Part II (MCCQE II) pending?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
If you plan to write the MCC Qualifying Examination Part II (MCCQE II) please indicate the date the examination is scheduled:	<input type="text" value="2021-05-30"/> YYYY-MM-DD	BC

MEDICAL COUNCIL OF CANADA EXAMINATIONS ?		
Note: The Exam date that is recorded is the first day of the exam session and not the date you wrote your exam. Please also note that the number of denied standings applies to examinations that were written from 2013 and onward. If you have any questions regarding the information below, please contact the service desk .		BC
* Did you take and pass the Clinical Skills Component (CSC)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Did you take and pass the MCC Evaluating Examination (MCCEE)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Number of denied standings:	<input type="text" value="0"/>	BC
* Did you take and pass the MCC Qualifying Examination (MCCQE before 1992)?	<input type="radio"/> Yes <input type="radio"/> No	BC
* Did you take and pass the MCC Qualifying Examination (MCCQE) Part I?	<input checked="" type="radio"/> Yes <input type="radio"/> No	BC
* MCCQE Part I - Exam date:	<input type="text" value="2020-08-08"/> YYYY-MM-DD	BC
* Number of denied standings:	<input type="text" value="0"/>	BC
* Did you take and pass the MCC Qualifying Examination (MCCQE) Part II?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Number of denied standings:	<input type="text" value="0"/>	BC
* Did you take and pass the National Assessment Collaboration (NAC) exam?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Number of denied standings:	<input type="text" value="0"/>	BC

US EXAMINATIONS ?		
* Did you take and pass the United States Medical Licensing Examination (USMLE) Step 1?	<input type="radio"/> Yes <input type="radio"/> No	BC

AMR Section: Licences & Registrations

Say **YES** to the initial question and the following screen will appear.

LICENCES AND REGISTRATIONS		
* Do you currently hold or have ever held any form of registration, licence or practice permit?	<input checked="" type="radio"/> Yes <input type="radio"/> No	BC
* Do you currently hold a full and unrestricted independent practice licence in any Canadian jurisdiction?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
* Country:	CANADA	BC
* Canadian issuing authority:	<input type="radio"/> Collège des médecins du Québec <input type="radio"/> College of Physicians and Surgeons of Alberta <input checked="" type="radio"/> College of Physicians and Surgeons of British Columbia <input type="radio"/> College of Physicians and Surgeons of Manitoba <input type="radio"/> College of Physicians and Surgeons of New Brunswick <input type="radio"/> College of Physicians and Surgeons of Newfoundland and Labrador <input type="radio"/> College of Physicians and Surgeons of Nova Scotia <input type="radio"/> College of Physicians and Surgeons of Ontario <input type="radio"/> College of Physicians and Surgeons of Prince Edward Island <input type="radio"/> College of Physicians and Surgeons of Saskatchewan <input type="radio"/> Government of Nunavut <input type="radio"/> Government of the Northwest Territories <input type="radio"/> Yukon Medical Council	BC
* Date issued:	YYYY-MM-DD	BC
Licence/registration number:		BC
Expiration date, if applicable:	YYYY-MM-DD	BC
* Licence/registration type:	Training/education	BC
➕ ADD ANOTHER LICENCE		

Say **NO** to the second question

Date issued = July 1 (beginning of residency)

License/registration number = **CPSID**

Expiration date = June 30 (end of residency)

License type = **training/education**.

AMR Section: Practice Experience

Refer to the following screenshot:

PRACTICE EXPERIENCE		
* Have you been in active medical practice or a formal programme of postgraduate medical training within the past three years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	BC
* Do you have any practice experience, not including postgraduate training?	<input type="radio"/> Yes <input checked="" type="radio"/> No	BC
<i>If you have any practice experience, not including postgraduate training, please answer Yes to the question above and provide details.</i>		BC
<i>If you have incomplete information, your application may be rejected by the province/territory you are applying to. Note: Assessment fees are non-refundable.</i>		
<i>This message does not apply to Recognition of equivalence of the Medical Degree (M.D.) for the Collège des médecins du Québec.</i>		

AMR Section: Language Proficiency


Straightforward

AMR Sections: Declarations and Terms and Conditions

A page will come up with a declaration. Read and accept the terms/conditions.

AMR Section: Warnings/Omissions

This is the page that will flag if you leave sections blank. **Practice Experience** section may be flagged as an “incomplete section” even if you have completed it (as below). **As long as you have no more information to provide and you have clicked the box at the bottom, the application can still be submitted and accepted.**

WARNINGS / OMISSIONS	
 Information has not been entered in the following section(s). Select the section from the menu on the left to make changes. If you continue to submit your application with incomplete information, your application may be rejected by the province/territory you are applying to. Note: Assessment fees are non-refundable. This message does not apply to Recognition of equivalence of the Medical Degree (M.D.) for the Collège des médecins du Québec.	
Practice Experience Provide details of all practice experience since training.	BC
* <input type="checkbox"/> I confirm I have no further information to provide in the sections above.	BC

AMR Section: Summary

Download the pdf summary of your application and look it over to ensure it is all correct. Once you're happy with the application, click **SUBMIT** and you will be taken to the next few pages for payment etc. Please note that the application is not complete until **payment is also received**.

Congratulations! You have now submitted your application to the College. Expect an email from your file manager sometime in the next week or two.

STEP 2 – Email from file manager w/list of documents

You will receive an email from your file manager within a week or two of submitting your AMR application. If you do not receive this email within two weeks, please check your junk/spam folders. If there still isn't an email, feel free to email registration@cpsbc.ca.

*****Your email from your file manager will likely ask you to log into physiciansapply.ca and click on Application for Medical Registration to complete part 2 of your application.** This is where you must declare any criminal offences etc. Read this section VERY CAREFULLY as it is easy to accidentally click the wrong box. ***

This email will also list all the documents required to complete your application. I've listed some items below that you can start gathering now.

Documents you can start gathering now (but DO NOT send to us until you've received the initial email from you file manager):

- 1. Updated CV with any gaps of three months or longer since completion of medical school addressed**
- 2. Notarized IDs:**
 - You will need to get your valid passport/PR card, driver's licence, and work permit (if applicable) notarized by a Canadian notary public in Canada, and then mailed to the College directly.
 - Documents notarized outside of Canada are not accepted, so if you are currently located outside of Canada, you will need to get this done when you arrive in the country.
 - Endorsement from a Commissioner of Oaths is not an accepted alternative to a notary.
 - If you have previously submitted your IDs to the College and they are still valid (i.e. not expired), then you do not need to provide them again. Please check with your file manager about this.
- 3. Other documents that need to be sent will be included with the initial email from your file manager.**

STEP 3 – Find out about the status of your application/continue to send in documentation to your file manager

Status of Application:

- You may check the status of your application by logging into your account on the College website. Applicants requesting status updates by email or phone will be referred to their account on the College website.

ONCE YOU HAVE YOUR LICENSE

- Apply for your **MSP billing number** (you will get a package from your program with forms to fill out well before you officially have your license). You are able to fill out these forms and submit them before you have your license but leave the CPSID sections blank. If you do this, put the start date of your license as July 1st. Officially an MSP number cannot be assigned until you have your license.
- [Contact PharmaNet](#) to ensure your **prescribing privileges** are in effect
 - Your data from the CPSBC system will be uploaded to PharmaNet automatically once your license is issued.
 - It can take up to six weeks to get access after the application, so it is worthwhile doing this well ahead of your start date if possible. You will need a third party account with Medinet or Excelleris, which then gets you access to PharmaNet. The clinic will have access with one of these third parties – check with your individual clinic for more information. If locuming or moving between Health Authorities, you should have access to PharmaNet through the hospital server, but this may be cumbersome to use in an outpatient setting.
- Apply for your **duplicate prescription pad and methadone pad** if required. Please contact rxpads@cpsbc.ca for additional information.
- [Contact the CMPA](#) to **update your liability coverage** to cover independent practice. This can be done in advance as well. CMPA also has a program where you can pay retroactively for the first 3 and 6 months. This is a good option to allow yourself to accumulate some billings before you pay CMPA. Ensure you use the [correct practice code](#) (see website for list). If you are taking a break of more than 1 month, you may delay the start of your CMPA coverage until then (i.e. not pay coverage in July if you don't start until August). You can call CMPA to set up your payment plan etc.

HOSPITAL PRIVILEGES

- If you are planning to locum/work in a clinic where you require hospital privileges or you plan to work in a hospital, you will need to be privileged by the Health Authority. Send an email to the credentialing office of the Health Authority that you plan to work in and they will send you their application package. You will need to apply individually for each Health Authority.
- **NOTE: the credentialing office may require a Certificate of Professional Conduct from CPSBC. If this is the case, don't plan to start until at least July 7** as this is how long it will take the College to generate the CPC and send it to the Health Authority.
- The process is fairly similar to the College application and involves lots of forms
- A few pieces of information (e.g. CFPC certificate, MSP billing # etc.) won't be ready yet but these can be added later once your application is submitted
- You need another set of references – try to get this done in May because people start going on vacation. Note that we cannot accept references that you've sent to the Health Authority and we cannot send any references we received to the Health Authority.
- You need to send in certificates for NRP, ALARM, ACLS, CARE etc. If they expire soon, send them in anyway and update them later with the renewed certificates.

REGULAR PROVISIONAL LICENSE (THIS WILL ONLY APPLY TO A SMALL PERCENTAGE OF YOU)

- If you were **unsuccessful** (i.e. you wrote it and did not pass) on the LMCC, CCFP, or/and the RCPSC you can pursue registration in the provisional class of licensure to begin practice while preparing to repeat exams.
- This is different from the “provisional lite license” mentioned above.
- Provisional class licensure requires:
 - Sponsorship by a BC Health Authority
 - Supervision by a physician acceptable to this College that has been registered in the full class for a minimum of 3 years
 - Eligibility for registration in the provisional class is granted by the CPSBC’s Registration Committee (“the Committee”) at one of its meetings held every six weeks
- Limitations of provisional license:
 - Geographical location of practice
 - Cannot complete locums of < 3 months in length
 - Require approval of their practice and supervision arrangements by the College
 - You and your supervisor will be required to speak to the College regarding supervisory requirements
 - Additional limits may be placed on your license at the Committee’s discretion, e.g. required to work in a group practice of 3 or more family physicians (not counting yourself), unable to be on-call after hours, unable to see patients when there is not another family physician physically available in the office
 - Supervisory reports are required every 3 months
- Applications can take anywhere from 2-5 months from the date the College is informed of the examination result
- Delays can arise from the need to change practice intentions around the limitations of this class of licensure and the timing of the licensure request so expect to start a few weeks after July 1.
- The Committee meets on April 27, 2021 (documents need to be submitted by April 9) and June 8, 2021 (documents need to be submitted by May 21) and then not again until July 20, 2021 (documents need to be submitted by July 2).