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, <u>and does NOT require sponsorship and supervision.</u> 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 <u>not</u> 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)

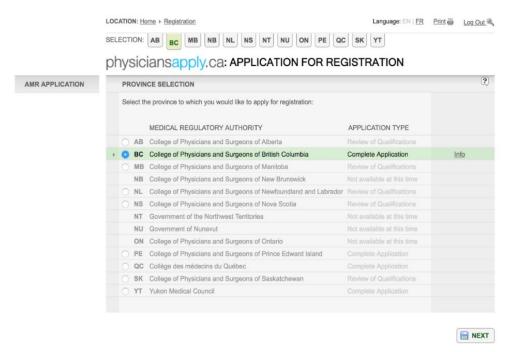
If you'll be practicing in a BC hospital that requires a CPC note that this CPC won't be issued until July 7

STEP 1 – Apply for licensure

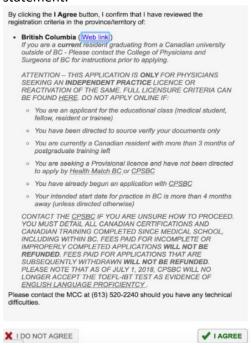
Go to physiciansapply.ca – Applications for Medical Registration System and log in.

Click on "applications for medical registration."

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



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.



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



AMR Section: Practice Intentions

<u>Intended scope of practice:</u> 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.

<u>Intended practice location:</u> 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

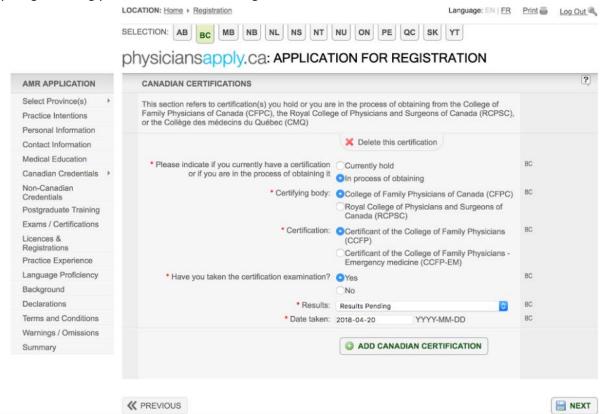
Straightforward

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:



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

AMR Section: Non-Canadian Credentials

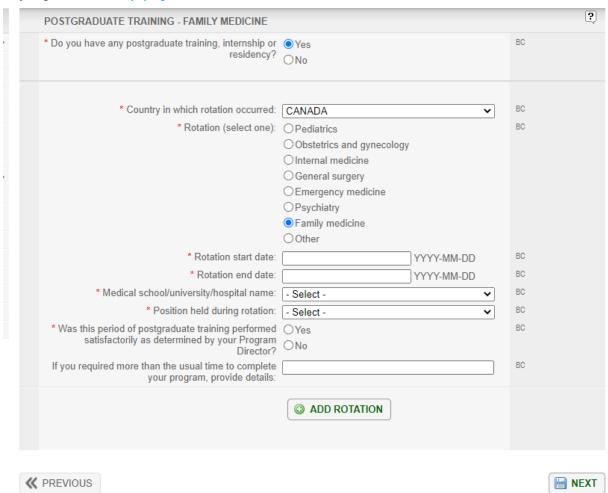
For Canadian medical graduates, nothing needs to be done here.

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



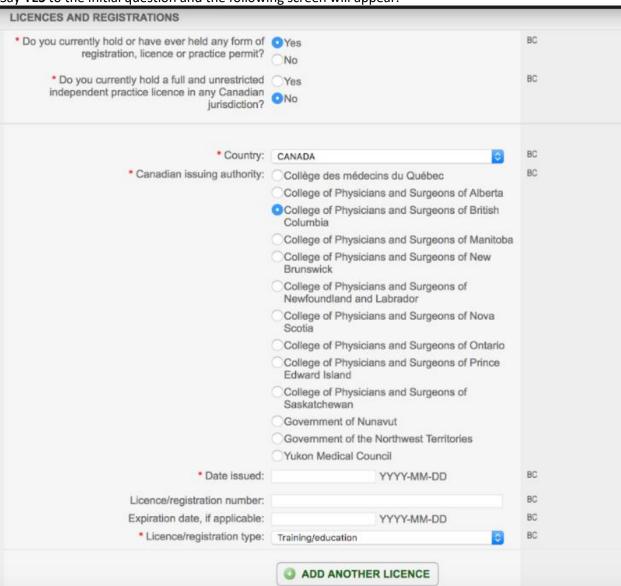
AMR Section: Exams/Certifications

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 OYes Canada (LMCC)? No	BC
* Is your result for MCC Qualifying Examination Part II Yes (MCCQE II) pending?:	BC
If you plan to write the MCC Qualifying Examination Part II (MCCQE II) please indicate the date the examination is scheduled:	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 OYes (CSC)? No	BC
* Did you take and pass the MCC Evaluating OYes Examination (MCCEE)? No	BC
* Number of denied standings: 0	BC
* Did you take and pass the MCC Qualifying OYes Examination (MCCQE before 1992)? ONo	BC
* Did you take and pass the MCC Qualifying Examination (MCCQE) Part I? No	BC
* MCCQE Part I - Exam date: 2020-08-08 YYYYY-MM-DD	BC
* Number of denied standings: 0	BC
* Did you take and pass the MCC Qualifying ○ Yes Examination (MCCQE) Part II? No	BC
* Number of denied standings: 0	BC
* Did you take and pass the National Assessment ○Yes Collaboration (NAC) exam? No	BC
* Number of denied standings: 0	BC
US EXAMINATIONS	?

AMR Section: Licences & Registrations

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



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:

* Have you been in active medical practice or a formal	Yes	BC
programme of postgraduate medical training within the past three years?	○No	
* Do you have any practice experience, not including	Yes	BC
postgraduate training?	⊙No	
If you have any practice experience, not including posts above and provide details.	graduate training, please answer Yes to the question	BC
If you have incomplete information, your application ma applying to. Note: Assessment fees are non-refundable		
This message does not apply to Recognition of equival des médecins du Québec.	lence of the Medical Degree (M.D.) for the Collège	

AMR Section: Language Proficiency

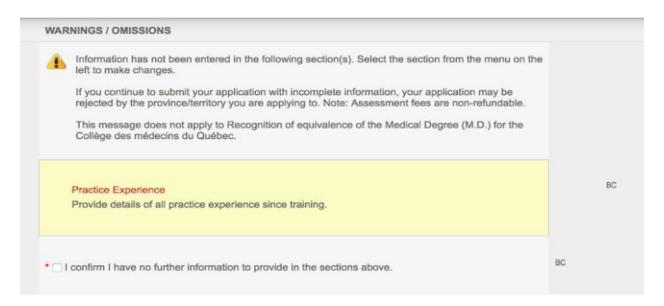
Straightforward

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.



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.

<u>STEP 3 – Find out about the status of your application/continue to send in documentation to your file</u> 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
 - o 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).