

TRANSITION TO PRACTICE TIPS

Hello! Welcome to Transition to Practice Tips!

This document was created by the UBC Family Medicine class of 2018 for upcoming residents to help with the challenges of transitioning from residency to practice.

Congratulations on nearing the end of your residency, and best wishes for your future practice!

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APPLYING FOR LICENSING

1. Where to apply?

- physiciansapply.ca

2. Timing of the application

- Do not apply more than 3 months in advance. There will be significant fines if you do.
 - Example: for July 1st start, do not apply before April 1st
- To guarantee a July 1st effective date of your license:
 - There will be a date by which you need to submit your application through physicians apply. This date will be emailed to you by the program office in early April.
 - Example: in 2018, this date was May 7th, 2018
 - There will also be a date by which residents need to submit their additional paperwork
 - Example: in 2018, this date was June 16, 2018

3. Submitting the online application

- Please see *Appendix 1: Step by step through the application process* for more details
- Please ensure you fill out all the sections correctly. If you make a mistake you will/may be fined.
- In 2019, there will be a live webinar to walk you through this presentation in real-time.

4. Additional tasks

- After you have submitted your application, you will receive an email from your file manager with further instructions regarding additional paperwork. Required forms are provided for you in the email. It may take up to a week to receive this email. You will be required to do the following:
 - **Complete an online orientation**
 - You must score 100%
 - If unsuccessful after 3 attempts, you will be required to complete an in-person orientation. You will be provided with instructions on how to complete this

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- Update personal identification documents with the College. If these documents are already on file with physicians apply, ensure you share these documents with the College.
 - If not already on file on physicians apply:
 - Notarized copy of current passport
 - Notarized copy of current driver's license
 - Notarized copy of medical degree
- Update your primary address to a BC business address on the College website
 - This must be provided for College use AND for publication in an online directory and medical directory
 - If you don't provide a business address, your home address will be published
 - You may choose to use a P.O. box or hospital address if you do not have a clinic address or you may update it to your locum clinic address every time you change locums. (Bear in mind you will actually need to check these addresses for mail.)
- Ensure you have a BC phone number listed on the College website
- Send in an updated CV
- Complete several forms
 - Consent to Criminal Record Check Form
 - 2 pages
 - Must be signed in ink (can be emailed but no digital signatures)
 - Page 3 of the MINC (Medical Identification Number for Canada) Cover Form
 - Registration Waiver Form
 - Only for the pending criminal record check, no need to add any details for items 1-10

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- Acknowledgment of Registration Requirements Form
- CMA Code of Ethics Form
- Certificate of Professional Conduct (if required)
 - This is only required for the College application process if you have completed parts of your residency training outside of BC. It gets confirmed internally if you've only done BC rotations.
 - This may be required for credentialing/privileging depending on your health authority/hospital. If so, you may not be able to start working until July 6th at the earliest because this can take some time.
- English Language Proficiency Information Form
- Reference Form (x3)
 - One form must be from your Program Site Director
 - The other two must be physicians who have had close professional relationships with you and can appropriately comment on your clinical skills, abilities, and character i.e. your main preceptors, medical director, chief of staff etc.
 - The guideline is that each reference should have known you for at least 18 months, but at the very least you should choose a reference who can accurately assess your skills and character.
 - These forms must be sent to the College directly by your preceptors (by email or mail)
 - NOTE: If you use a Mac, the built-in PDF application (Preview) won't allow you to insert a photo of yourself into the PDF before sending to your references. Instead, use the latest version of Adobe Acrobat to do this. Otherwise, your references will have to send your photo to the College with an attestation that this is a true likeness of you.

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5. Check the status of your application

- Log into the College website with your CPSID and there will be a checklist of items that are completed or still outstanding
- You will receive an email from your file manager when your application is complete. You can expect this to take anywhere from 2-4 weeks or longer.

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 MSP ID 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)
 - You can fill out these forms and submit them before you have your license, but leave the MSP ID sections blank. If you do this, put the start date of your license as July 1st.
- **Contact PharmaNet** to ensure your prescribing privileges are in effect
 - This 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 have to get 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
- **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 retrospectively for the first 3 and 6 months. This is a good option to allow yourself to accumulate some billings before you have to pay CMPA. Ensure you use the [right 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.
 - In the future, if you are taking a month off an area of practice (e.g. OB), you can adjust your coverage online and pay the lower rate.

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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. If this is the case, don't plan to start until at least July 6th as this is how long it will take the College to generate it and send it to the health authority.
- The process is fairly similar to the College application... 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
 - You need to send in certificates for NRP, ALARM, ACLS, CARE etc.
 - i. If they expire soon, send them in anyways and update them later with the renewed certificates.

ORGANIZING YOURSELF FOR PRACTICE

- **You want to line up a Financial Planner/Accountant** and make a decision: will you incorporate now or later (or never)? Meet with your financial advisor. Discuss how you are going to make tax payments. (Your taxes will not automatically be taken from your salary, and this could mean a big bill in April if you haven't planned in advance.) Review your personal budget, debt reduction, and investment planning strategies. Your advisor can also help you access the *government paid* Contributory Retirement Savings Plan (CPRSP).
- **Track your expenses and income.** Find out if your accountant has a way that they prefer you to track these, and what they want you to track. Otherwise, an excel spreadsheet works well. Remember to keep your receipts. Track how much you are expecting to get paid and when -especially if you are locuming!

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- **Set up a bank account.** Even if you're not planning on incorporating, setup a separate account. This will make things a lot easier come tax time. Long-term, you'll need a business account, but in the short-term, just set up another personal chequing account (so you can have MSP deposit into it). Then, if/when your incorporation is complete, you can switch over your banking information with MSP.
- **Get a corporate credit card.** Again, even if you're not planning on incorporating, get a separate credit card that you just use for business expenses. Come tax time it will make life a LOT easier.
- **Meet with Insurance Advisor.** Doctors of BC has non-commissioned advisors available if you do not already have one. Shop around for the best deal for your personal situation. Apply for the *government-funded* Physicians' Disability Insurance (PDI) plan and review your disability insurance to make sure you have enough / the right features as you start practice. Your disability insurance should have enough to cover monthly expenses, so will be situation-dependant. Consider setting yourself up with Extended Health & Dental coverage (50% off during first year of practice through Doctors of BC) or similar. Review other plans available to determine if more coverage is necessary. Get set up with this during the **first three months of practice**, otherwise a medical exam might be required, which is both invasive and time-consuming.

THE STEPS TO INCORPORATION

- If you are planning to incorporate, now's the time to do it. NOTE: This is a multi-step process and you can only start it 2 months before you get your license
- **You must have a lawyer** to do this process as per the College requirements
- Most people **budget \$3000-4000** to setup their incorporation/medical corporation/accounting
- Next, you **pick a corporate name** (the College dictates what is possible, and your lawyer will do a name search to ensure no one else is incorporated as "Dr. Fred Smith Inc." The Corporate Registry site will let you know how long this will take (at the time of posting it was 10-15 business days), or you can pay \$100 for a 24-hour turnaround. If the name is available, you'll receive a reservation that's good for 2 months.

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- Next, your lawyer submits your application to the College of Physicians and Surgeons for a Medical Corporation.
- Once that's approved (This may range from 4 weeks to 6 months, though the College website indicates they are aware that name registrations are only good for a certain time period), then your lawyer sends the College approval to the Corporate Registry to demonstrate your name was approved.
- Once this happens, your lawyer can complete the incorporation process.
- Once you are incorporated, the completed incorporation package is sent to the College who will issue your Medical Corporation Permit.

OTHER TRANSITION TO PRACTICE CONSIDERATIONS

- **Update your CME records** - you can transfer credits from residency into your first year of practice
- **Order stationary** (e.g. stamps, business cards) if desired. A cheap option is [VistaPrint online](#).

TRANSITION TO PRACTICE RESOURCES

There are a number of resources available to support residents in developing practice management skills.

- [MDtalk.ca](#) - a free, **physicians-only** discussion forum
- UBC Family Practice Residency Program Transition to Practice Website
<http://postgrad.familymed.ubc.ca/resident-resources/license-to-practice/>
- UBC Transition to Practice Website
<http://postgrad.med.ubc.ca/transition-into-practice/>
- UBC Continuing Professional Development - <https://ubccpd.ca/>
- BC College of Family Physicians
<http://bccfp.bc.ca/>

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<http://bccfp.bc.ca/professional-development/residents-med-students/practice-tips/>

- **General Practice Services Committee**
 - <http://www.gpsc.bc.ca/>
 - <http://www.gpsc.bc.ca/what-we-do/professional-development/psp>
 - <http://practiceinbc.ca/>
- **Society of General Practitioners of BC (requires login)**
 - <https://sgp.bc.ca/>
 - <https://sgp.bc.ca/transition-into-practice-tips-for-residents/>
 - <https://sgp.bc.ca/simplified-guide-to-fees/>
- **Resident Doctors of BC**
 - <https://residentdoctorsbc.ca/>
 - <https://residentdoctorsbc.ca/residency/transitioning-to-practice/>
- **Divisions of Family Practice**
 - <https://www.divisionsbc.ca/provincial/home>
 - <https://www.divisionsbc.ca/provincial/practicetoolkit>
- **Pathways (specialist referrals and wait times)**
 - <https://pathwaysbc.ca/info>
- **Canadian Medical Association**
 - <https://www.cma.ca/En/Pages/transitioning-to-practice.aspx>

APPENDIX 1

BEFORE STARTING IN A PRACTICE: THINGS TO KNOW ABOUT YOUR CLINIC

A. Ordering Investigations

- Where to get spirometry, hearing tests, ECG's?
- Ask where the forms are to request these investigations.
- Are there private imaging facilities?
- Where is the nearest CT/MRI?
- How to order labs/imaging as outpatients?
 - o Where are the default forms to order these?
- Is there same-day CT services without visiting the ER?
- Are endometrial biopsies done in the clinic? Pessaries?
- Is there a microscope?
- Do they use automated BP machines?
 - Can staff weigh, check BP, etc. before the patient sees the doctor?

B. Administrative Questions

- Who is the medical director (e.g. designated to follow CPSBC bylaws)
- What is the information management system? Who holds the medical records?
- Is there a privacy officer? (as per CPSBC guidelines)
- Who owns the clinic property?
- What is the policy for uninsured services? How are payments collected?
 - o What types of things are billed/not billed? (e.g. physiotherapy referrals, sick notes etc.)
- Locums: what fees can and cannot be billed?
- Who does the scheduling? What days are the walk-in clinic open/closed?
- How does after-hours call work for clinic patients? For hospital patients?
- What is the policy for booking holidays/time off?
- Who is responsible for billing? Booking?
- What is the format for booking appointments? Same day appointments?
Telephone appointments?
 - o How to document telephone encounters
- Are there events from the Division of Family Practice?
 - o How do I connect with the Division (go visit if they don't contact you!
Introduce yourself to the Executive Director and administration staff)
- What is the policy for learners (e.g. medical students, residents). Who takes them and what are the responsibilities for teaching?
- Where is the clinic emergency equipment and drugs?
- Where are the regular supplies (extra needles, syringes, gloves, local anesthetic, vaccines, etc)
- How to apply for Pharmanet access?

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C. EMR

- What EMR is used?
- Who is the “go-to” person for questions about the EMR in the clinic / in the community?
- Is there a user-group for the EMR in the community?
- Are there built-in forms in the EMR? If so, which ones?
 - o Are there templates/macros? (for physicals etc)

D. Patient Issues

- Who prescribes methadone in the clinic/community?
- Is there a dermatoscope available?
- Is there a patient contract that is signed? Are opioid contracts used?
 - o Are there CMPA email / virtual communication consent forms signed (or signable)
- Does anyone do group medical visits?
- What are the best directories to access local resources for patients?
 - o Do they use Pathways, Fetch?
- Are house visits ever done? Could this be batched?
- How to access palliative care services for patients?
- How to access psychiatric care for patients? Is CBT available on MSP?
 - o Who are the good psychiatrists / counsellors / psychologists?

E. Allied Health

- Introduction to the pharmacist
 - o Find out who are the most respected pharmacists/pharmacies and who are the “go-to” pharmacists in the community
 - o Go and meet them face-to-face to introduce yourself then phone and ask for advice as appropriate
 - Are there allied health professionals in the clinic?
 - o What are their roles and how are they used?
 - o What are the MOAs allowed to do / not allowed to do?
-

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APPENDIX 2 STEP BY STEP THROUGH THE CPSBC APPLICATION PROCESS

Getting started: Sign on to physiciansapply.ca and click Applications for medical registration.

Select Province(s): The following screen will appear. Click BC and then NEXT.

LOCATION: Home • Registration Language: EN FR ES PT Let Us Help You

SELECTION: AB BC MB NB NL NS NT ON PE QC SK YT

physiciansapply.ca: APPLICATION FOR REGISTRATION

AMR APPLICATION PROVINCE SELECTION

Select the province in which you wish to apply to register:

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"/> NB College of Physicians and Surgeons of New Brunswick	Review of Qualifications	Not available at this time
<input type="radio"/> NL College of Physicians and Surgeons of Newfoundland and Labrador	Review of Qualifications	Not available at this time
<input type="radio"/> NS College of Physicians and Surgeons of Nova Scotia	Review of Qualifications	Not available at this time
<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 College 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. Click **AGREE**. Your application will then be saved. Any time you return to your application, you will have to click BC and then agree to this statement.

By clicking the I AGREE button, I CERTAINLY HAVE REVIEWED the registration criteria in the provincial/territorial act.

- BRITISH COLUMBIA** [Info](#) [Print](#)
 - If you are a former 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 LICENSE OR RE-EVALUATION OF THE SAME. ALL LICENSING INFORMATION CAN BE FOUND HERE. DO NOT APPLY ONLINE IF:

- You are an applicant for the educational class (medical student, medical resident or trainee)
- You have been stricken to secure verify your credentials only
- You are currently a Canadian resident with more than 3 months of continuous training in BC
- You are seeking a Provisional license and have not been stricken to apply by the BC Medical Council (BCMC)
- You have already begun an application with CPSBC
- You intend to practice for more than 4 months every 12 months abroad otherwise

IMPORTANT INFORMATION FOR THE AGREE SCREEN: YOU MUST COMPLETE ALL PHYSICIAN CERTIFICATIONS AND CHURCHMAN TRAINING COMPLETED SINCE MEDICAL SCHOOL, INCLUDING BIRTH RECORDS AND ALL INFORMATION ON ANY PREVIOUSLY COMPLETED APPLICATIONS WILL NOT BE REOPENED. PLEASE NOTE THAT AS OF JULY 1, 2016, CPSBC WILL NO LONGER ACCEPT THE TYPICAL BEST PRACTICES OF PHYSICIAN LICENSING. CONTACT THE BCMC AT (604) 255-2245 SHOULD YOU HAVE ANY INQUIRY OR QUESTIONS.

I DO NOT AGREE I AGREE

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Practice Intentions:

- Intended scope of practice: Straightforward. Click your intended scope of practice (will typically be family practice or emergency medicine for us).
- Practice intent: Straightforward. Click components of intended professional activity. Click **Long term**. Indicate intended start date. Write a little blurb about your practice intentions (doesn't have to be long or complicated, keep it simple).
- Intended practice location: Complete this to the best of your ability. Keep it general if you don't have specifics organized yet ex. just put down health authorities.

Personal Information: Straightforward

Contact Information: Straightforward

Medical Education: Most of this will be auto-populated. Add graduation date and diploma issue date.

Canadian Credentials: The following screen will appear. For those that complete the CCFP in the Spring of their graduating year, it will look something like this:

LOCATION: Home > Registration Language: EN FR Print Log Out

SELECTION: AB BC MS NB NL NS NT NU ON PE QC SK YT

physiciansapply.ca: APPLICATION FOR REGISTRATION

AMR APPLICATION

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

CANADIAN CERTIFICATIONS

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 (RCPS(C)), or the Collège des médecins du Québec (CMQ)

* please indicate if you currently have a certification or if you are in the process of obtaining it

<input type="radio"/> Currently hold	BC
<input checked="" type="radio"/> In process of obtaining	
* Certifying body	
<input checked="" type="radio"/> College of Family Physicians of Canada (CFPC)	BC
<input type="radio"/> Royal College of Physicians and Surgeons of Canada (RCPS(C))	
* Certification	
<input checked="" type="radio"/> Certificat of the College of Family Physicians (CCFP)	BC
<input type="radio"/> Certificat of the College of Family Physicians - Emergency medicine (CCFP-EM)	
* Have you taken the certification examination?	
<input checked="" type="radio"/> Yes	BC
<input type="radio"/> No	
* Results	Results Pending BC
* Date taken	2018-04-20 YYYY-MM-DD BC

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Non-Canadian Credentials: For CMGs, nothing needs to be done here. IMGs may need to add additional certifications.

Postgraduate Training: Say **YES, Canada, Family Medicine**. 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 = **UBC - DEPT FAMILY MEDICINE**. Position held = **Resident**. Say **YES** to the next question. Provide details if your residency was extended in any way. ***You do not need to add individual rotations.

The screenshot shows the 'physiciansapply.ca: APPLICATION FOR REGISTRATION' interface. The 'POSTGRADUATE TRAINING - FAMILY MEDICINE' section is active. The form includes a navigation menu on the left with categories like 'AMR APPLICATION', 'Personal Information', 'Medical Education', 'Canadian Credentials', 'Non-Canadian Credentials', 'Postgraduate Training', 'Exams / Certifications', 'Licenses & Registrations', 'Practice Experience', 'Language Proficiency', 'Background', 'Declarations', 'Terms and Conditions', 'Warnings / Omissions', and 'Summary'. The main form area contains the following fields and questions:

- Do you have any postgraduate training, internship or residency?** (Yes/No) - BC
- Country in which rotation occurred:** CANADA - BC
- Rotation (select one):** Pediatrics, Obstetrics and gynaecology, Internal medicine, General surgery, Emergency medicine, Psychiatry, Family medicine (selected), Other - BC
- Rotation start date:** 2016-07-01 (YYYY-MM-DD) - BC
- Rotation end date:** 2018-06-30 (YYYY-MM-DD) - BC
- Medical school/university/hospital name:** UNIVERSITY OF BRITISH COLUMBIA - DEPT FAL - BC
- Position held during rotation:** Resident - BC
- Was this period of postgraduate training performed satisfactorily as determined by your Program Director?** (Yes/No) - BC
- If you required more than the usual time to complete your program, provide details:** - BC

An 'ADD ROTATION' button is located at the bottom of the form.

Exams/Certifications: If you have done your LMCC, this will auto-populate. If you have not yet done it, provide the requested information. US Examination and Canadian Assessments section is straightforward.

Licenses & Registrations: Say **YES** to the initial question and the following screen will appear. Say **NO** to the second question. Date issued = July 1 of R1 (beginning of residency). License/ registration number = **CPSID**. Expiration date = June 30 of R2 (end of residency). License type= **training/education**.

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LICENCES AND REGISTRATIONS		
<p>* 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</p>	30	
<p>* Do you currently hold a full and unrestricted independent practice licence in any Canadian jurisdiction? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	30	
<p>* Country: <input type="text" value="CANADA"/></p>	30	
<p>* Canadian issuing authority:</p> <ul style="list-style-type: none"> <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 	30	
<p>* Date Issued: <input type="text"/> YYYY-MM-DD</p>	30	
<p>Licence/registration number: <input type="text"/></p>	30	
<p>Expiration date, if applicable: <input type="text"/> YYYY-MM-DD</p>	30	
<p>* Licence/registration type: <input type="text" value="Training/education"/></p>	30	
<div style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px; background-color: #f0f0f0;"> ➕ ADD ANOTHER LICENCE </div>		

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Practice Experience: See the following screenshot

The screenshot shows a form titled "PRACTICE EXPERIENCE" with two questions and instructions. The first question asks if the user has been in active medical practice or a formal postgraduate training program in the last three years, with "Yes" selected. The second question asks if the user has any practice experience, not including postgraduate training, with "No" selected. Below the questions are three lines of instructions in italics.

Question	Selected Answer	BC
* 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

If you have any practice experience, not including postgraduate training, please answer Yes to the question above and provide details.

If you have 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.

Language Proficiency: Straightforward.

Background: This is where you must declare any criminal offences etc.

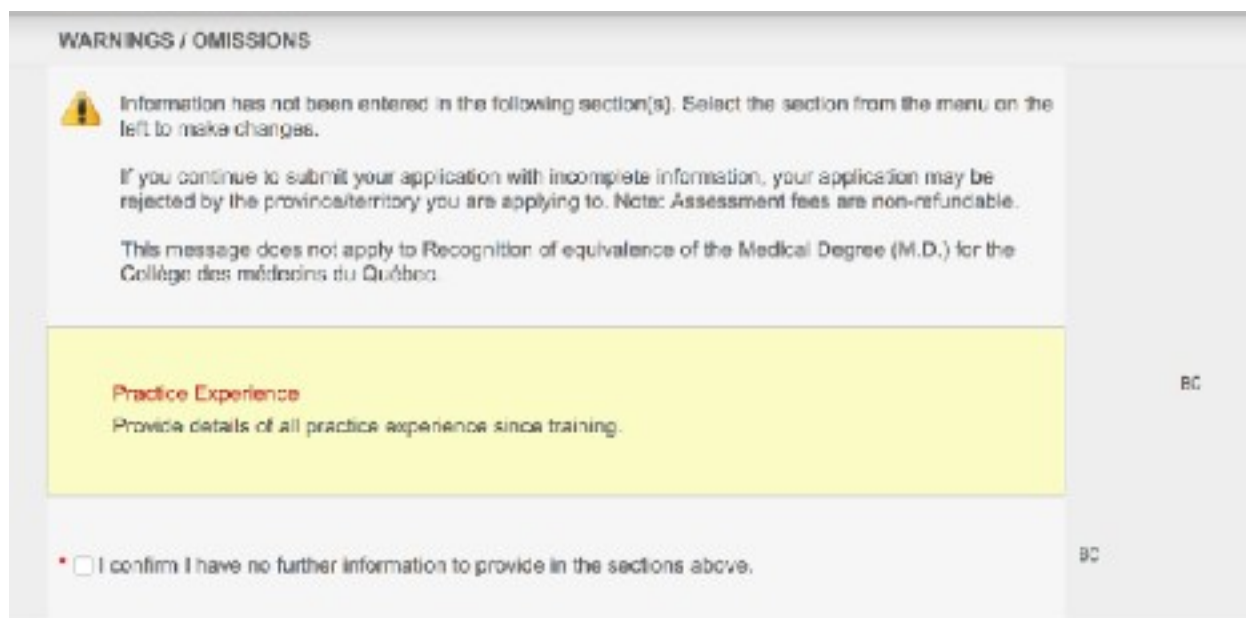
Read this section VERY CAREFULLY as it is easy to accidentally click the wrong box. There are 11 sections as below. If these do not come up for you, look back at your application (especially personal/contact information) and make sure you have entered everything correctly. Do not submit your application without completing the background section. Again... there are costs associated with doing this wrong.

- Attestation
- Criminal offences
- Information about licenses, permits and applications
- Medical regulatory authorities' actions related to professional conduct and competence
- Legal or insurance actions related to professional conduct
- Hospital, health facility or health authority actions
- Conduct during undergraduate medical education
- Conduct during postgraduate medical training
- Absences from practice
- Fitness to practice
- Liability coverage


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

Warnings/Omissions: This is the page that will flag incomplete sections of your application. The **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 BC
Provide details of all practice experience since training.

I confirm I have no further information to provide in the sections above. BC

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.

Congratulations! You have now submitted your application to the College. Expect an email from your file manager sometime in the next few weeks (this is variable).