



Western
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REGISTRATION FOR NEW FELLOWS

1

- Offer Letter sent to Candidate from Western/LHSC
- Fellowship Policies and Procedures attached

2

- NOTA or Notice of Training Appointment is prepared together with Goals and Objectives and sent to the Post Grad Education Office at Western by PA once Offer of Employment letter is signed

3

- Apply for a Certificate of Registration from the College of Physicians and Surgeons of Ontario (CPSO). You should receive an application package from CPSO. (Research fellows do not need to apply to CPSO). You should also begin arranging the source verification of your medical degree by the Physician Credentials Registry of Canada (PCRC).

4

- One of the Visa Trainee Assistants from Western PGE Office will email you a “Letter of Appointment” along with a letter of eligibility from the College of Physicians and Surgeons of Ontario (CPSO) which will allow you to apply for your Work Permit.

5

- Send your Work Permit application to the Canadian Embassy closest to you. If you are a Clinical Fellow or Medical Resident, the Canadian Embassy will require you to undergo a medical examination by a Canadian Government designated physician after you have submitted your application for the work permit. The processing of the medical report can take six weeks or more.

6

- The registration section of our Western PGE office will mail you a Letter of Appointment (LOA), a Personal Identification Number (PIN) and Password Letter, and an Immunization Form at least two months in advance. Please return your letter of appointment, and immunization form to our office as soon as possible.

7

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

8

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

9

- Visit the Western University PGME office to start your registration and purchase the University Health Insurance Plan (UHIP). The PGME office will fax a copy of your work permit to CPSO.
- CPSO will issue your Certificate of Registration

10

- Call CMPA and update them with your CPSO license number, Canadian address and Canadian bank account. Obtain a copy of your CMPA 'Membership Update'.

11

- Provide the PGME office your CPSO license number and a copy of your CMPA Membership Update.

12

- Medical Affairs will send an email to the PGE Office and the PA advising that you are cleared to work
- Until that time, you will have no clinical privileges



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