



Application Guide

International Medical Graduates (IMGs)
Applying for Family Practice

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Introduction

The Manitoba System

The practise of medicine is a regulated profession in Canada. Each province and territory has its own regulator and registration requirements.

In Manitoba, the regulator is the College of Physicians & Surgeons of Manitoba (CPSM).

Registration

To legally practise as a Family Physician in Manitoba, you must be registered with CPSM. To become registered with CPSM, you must complete the registration process outlined in this guide.

Start Here

Complete these tasks before you begin the registration process:

Task 1: Ensure you can Immigrate

The registration process can take a long time and cost a lot of money. Before you spend your time and money on this process, contact your immigration office to ensure that you can immigrate to Manitoba and become a Canadian Citizen or Permanent Resident:

Manitoba Provincial Nominee Program (MPNP) > <http://www.immigratemanitoba.com>
Citizenship and Immigration Canada (CIC) > <http://www.cic.gc.ca/english/>

IMPORTANT

The government will review your medical education and experience, and may select you to immigrate to Canada if it is confident you can find work and contribute to the economy. But the government cannot guarantee that you meet the requirements to practise as a Family Physician in Manitoba. Only the Manitoba regulator—the College of Physicians & Surgeons of Manitoba (CPSM)—can determine this through the registration process.

Task 2: Apply for Financial Help

The registration process can be very expensive (See Fees on Page 36). There are many costs associated with it, such as application, examination, and registration fees. The following service may help you with these costs:

Recognition Counts

Recognition Counts supports skilled immigrants wishing to work in their fields of expertise in Manitoba. The program offers career and financial counselling, as well as the opportunity to apply for a loan of up to \$10,000 to help with the costs associated with gaining employment in a profession or trade.

LEARN MORE > www.recognitioncounts.ca

Task 3: Practise your English

It is necessary to communicate in English to function as a Physician in Manitoba. Take advantage of the Government of Manitoba's online resources to help you practise English from your home computer:

English Online Program > <http://www.myenglishonline.ca>

CBC Manitoba English Program > <http://www.cbc.ca/manitoba/eal/>

Free English Language Test and Classes

You may obtain a free English language test if you participate in English language classes provided through funding from the Government of Manitoba. The test is called the Canadian Language Benchmarks Placement Test (CLBPT). The test and classes are provided by the Winnipeg English Language Assessment and Referral Centre (WELARC).

Your test results will help you determine if you are likely to meet the language requirements for the registration process. Your test results will also help WELARC determine which free English language classes you must complete.

Contact WELARC now. It may take up to 6 weeks to get an appointment:

WELARC

400-275 Portage Avenue

Winnipeg, Manitoba

Phone: 204.943.5387

<http://welarc.net>

IMPORTANT

Even if you complete the English language test and classes provided by WELARC, you must still complete the English language tests required for each path to registration. See Language Requirements on Page 7.

Registration Process

All International Medical Graduates who do not meet the requirements for Full Registration must be conditionally registered before becoming fully registered with the College of Physicians & Surgeons of Manitoba (CPSM).

Conditional vs Full Registration

While conditionally registered, you are qualified to practise as a Family Physician in Manitoba with the support of a mentor and supervisor. Once you are fully registered, you may practise without a mentor or supervisor.

Registration Requirements

1. Full Registration

- a) Licentiate of the Medical Council of Canada (LMCC) and current certification by the College of Family Physicians of Canada (CCFP), or
- b) LMCC and family medicine certification obtained through an examination administered by the Collège des médecins du Québec, or
- c) A current unrestricted licence or certificate to practise medicine as a family physician granted by a medical regulatory authority in a Canadian province or territory that is a party to the Agreement on Internal Trade (AIT). Nunavut is not yet a party to the AIT
- d) Conditional Registration is a step to achieve Full Registration

2. Conditional Registration

If you do not meet the requirements for full registration, you must meet the requirements for Conditional Registration as a family physician including education, training and practice experience. The College of Physicians & Surgeons of Manitoba (CPSM) and the University of Manitoba have separate requirements depending on which Path you follow, as noted below.

a) Education – *Required by CPSM*

Be a graduate of an approved Faculty of Medicine listed in 1 of:

- World Directory of Medical Schools (published by the World Health Organization). View the list at: <http://www.who.int/hrh/wdms/en/>
- International Medical Education Directory (published by the Foundation for the Advancement of International Medical Education and Research). View the list at: <http://www.faimer.org/resources/imed.html>

The Faculty of Medicine must have carried out a continuous medical education program for more than 10 years during which it has offered and continues to offer a medical training program of at least 48 months duration.

b) Postgraduate Clinical Training – *Required by CPSM*

Have completed 1 of the following postgraduate clinical training requirements at the time of application:

- 2 years of postgraduate clinical training acceptable to the College of Physicians & Surgeons of Manitoba (CPSM), including 8 weeks in each of Internal Medicine, General Surgery, Pediatrics and Obstetrics/Gynecology
- 1 year postgraduate clinical training, including 8 weeks in each of Internal Medicine, General Surgery, Pediatrics and Obstetrics/Gynecology and 3 years family practice within 5 years from the date CPSM receives your application for Conditional Registration

Your training must:

- Have taken place in 1 or more health care facilities affiliated with an approved Faculty of Medicine with faculty on site and supervision and formal evaluation by teaching staff. See a) Education for details.
- Be recognized for the purposes of registration in the jurisdiction where the clinical training was completed

IMPORTANT

You are exempt from this requirement if you are:

- A physician eligible for certification by, or are certified by, the College of Family Physicians of Canada (CFPC)
- A physician eligible for certification by, or a Diplomate of, the American Board of Medical Specialties, Family Medicine, based on satisfactory completion of training

(If you are eligible for certification by either of the above, you must obtain certification within the timeframe set by the certifying body)

c) Examinations

Hold a valid pass standing in the following examinations:

- Medical Council of Canada Evaluating Examination (MCCEE) - *Required by CPSM for all paths to registration unless exempted (See “Important” below)*
- Medical Council of Canada Qualifying Examination Part I (MCCQE I) - *Required by University of Manitoba for Path 1 and Path 2 only*
- National Assessment Collaboration Objective Structured Clinical Examination (NAC OSCE) - *Required by University of Manitoba for Path 2 only*

TIP

The following examination is not required but proof of a pass standing will increase your competitiveness when applying for the Programs in Paths 1 and 2:

- Medical Council of Canada Qualifying Examination Part II (MCCQE Part II)

LEARN MORE >

<http://mcc.ca/examinations/mccee/>

<http://mcc.ca/examinations/nac-overview/>

<http://umanitoba.ca/faculties/medicine/education/imgp/programhistory.html>

IMPORTANT

You are exempt from the examination requirements if, when you apply for Conditional Registration, you are one of the following:

- A physician eligible for certification by, or certified by, the College of Family Physicians of Canada (CFP). Refer to the CFP website for up-to-date information on the eligibility and certification requirements: <http://www.cfpc.ca/Home/>
- A physician eligible for certification by, or a Diplomate of, the American Board of Medical Specialties, Family Medicine (ABMS-FM) based on satisfactory completion of training. Refer to the ABMS-FM website for information on the requirements: <https://www.theabfm.org>

d) English Language Tests - *Required by University of Manitoba*

You must complete 1 of the following language tests to prove fluency in spoken and written English:

- **Test of English as a Foreign Language (TOEFL)**
An overall score of 96 TOEFL with at least 24 in all components.
- **International Language Testing System (IELTS)**
Minimum overall band score of 7 with a minimum score of 7 in all components

LEARN MORE >

<http://www.ets.org/toefl>

<http://www.ieltscanada.ca>

e) Assessment or Training - *Required by CPSM*

You must complete 1 of the following, as outlined in this guide:

- Path 1: International Medical Graduates Assessment for Conditional Licensure (IMGACL)
- Path 2: Medical Licensure Program for International Medical Graduates (MLPIMG)
- Path 3: Residency Training

IMPORTANT

You are exempt from the assessment requirement in Path 1 if, when you apply for Conditional Registration, you are one of the following:

- A physician eligible for certification by, or certified by, the College of Family Physicians of Canada (CFP). Refer to the CFP website for up-to-date information on the eligibility and certification requirements: <http://www.cfpc.ca/Home/>
- A physician eligible for certification by, or a Diplomate of, the American Board of Medical Specialties, Family Medicine (ABMS-FM) based on satisfactory completion of training. Refer to the ABMS-FM website for information on the requirements: <https://www.theabfm.org>

IMPORTANT

This guide will help you understand the requirements for conditional registration where an assessment is required (Path 1) or where the physician has applied for and been accepted into the Medical Licensure Program for International Medical Graduates (MLPIMG) (Path 2) or has obtained a family medicine residency through the Canadian Resident Matching Service (CaRMS) (Path 3). If there is any disagreement between the information provided here and the Medical Act of Manitoba and Regulations or any other legislation, the legislation shall prevail.

You must submit a complete application to the College of Physicians & Surgeons of Manitoba (CPSM) to determine whether you indeed meet the requirements for Conditional Registration.

Applicants must not practise in Manitoba until Conditional or Full Registration is completed.

Paths to Registration

You must complete Path 1, 2 or 3 (below).

Which path should I take?

The path you take will depend on your credentials, your postgraduate training, and your work experience. This guide outlines the steps for each path and provides information to help you determine your eligibility for each path. Each path is very competitive and not all applicants are accepted. Read the detailed instructions for each path to determine which path is best for you.

Path 1

\$ \$11,000

International Medical Graduates Assessment for Conditional Licensure (IMGACL)

An assessment program for IMGs who are ready to practise with the support of a mentor and supervisor

.5 IMGACL

2 Conditional Registration

UP TO 7 Full Registration

Path 2

\$ \$12,000

Medical Licensure Program for International Medical Graduates (MLPIMG)

A training program for IMGs who require some training

.5 MLPIMG

2 Conditional Registration

UP TO 7 Full Registration

Path 3

\$ \$11,500

Residency Training *A residency program through the Canadian Resident Matching Service (CaRMS)*

.5 Residency

2 Full Registration

YEARS TO COMPLETE

Timelines and costs are estimated.

LEARN MORE >

<http://umanitoba.ca/faculties/medicine/education/imgp/programhistory.html>

Return of Service Agreement

Path 1 and Path 2 require you to acquire a sponsoring employer from the Regional Health Authority (RHA) during Conditional Registration. Your sponsoring employer will pay you a salary while you complete your assessment or training. You must sign a Return of Service Agreement with your sponsoring employer. This means that you must agree to practise in a specific location in rural Manitoba for a specific period of time after you complete your assessment or training. You will learn more about sponsored employment and Return of Service Agreements as you read the detailed instructions for each path to registration.

Minister's Certificate

To issue you Conditional Registration, CPSM requires a Minister's Certificate that details your work location and start date. Upon receipt of your complete application for Conditional Registration:

- CPSM will send a Minister's Certificate to the MB Healthcare Providers Network
- The MB Healthcare Providers Network will add your work location and start date to the certificate (as outlined in your Return of Service Agreement) and forward it to the Minister of Health for signature
- Once signed by the Minister of Health, the MB Healthcare Providers Network will send the Minister's Certificate back to CPSM
- Upon receipt of your Minister's Certificate, CPSM will issue you Conditional Registration

IMPORTANT

CPSM is not involved in determining your work location. The Minister's Certificate is issued at the discretion of the Minister's Office, and your work location will depend on the needs and requirements of the MB Healthcare Providers Network.

Language Requirements

College of Physicians & Surgeons of Manitoba (CPSM)

CPSM has no official language requirements and does not require you to prove that you are proficient in English. However:

- All CPSM application forms must be completed in English
- All required documents must be written in English or must be translated into English and notarized. This means that your required documents must be translated and then signed and stamped by a qualified person such as a notary public who verifies that the translation has been completed by a qualified individual

IMPORTANT

If your translated documents are in physiciansapply.ca, you may submit a photocopy.

Outside Sources

During the registration process, you must meet language requirements set by outside sources such as the University of Manitoba, physiciansapply.ca, and Canadian Resident Matching Service (CaRMS). As you complete your registration process, check the language requirements for each outside source. The following is customary:

- Application forms must be completed in English or French
- Examinations must be completed in English or French
- Interviews must be completed in English or French
- Required documents must be written in English or French, or must be translated into English or French and notarized

Help with Notarized Translations

physiciansapply.ca

Physiciansapply.ca offers translation services. If your medical credentials are in a language other than English or French, you can request to have your documents translated into English and/or French through your www.physiciansapply.ca account.

LEARN MORE > <http://mcc.ca/repository/translation-of-your-documents/>

Immigrant Centre

The Immigrant Centre provides referrals to cost-effective translation services. The Immigrant Centre also provides free notary public services for permanent Manitoba residents.

Immigrant Centre

100 Adelaide Street

Winnipeg, Manitoba

Phone: 204.943.9158

<http://icmanitoba.com>

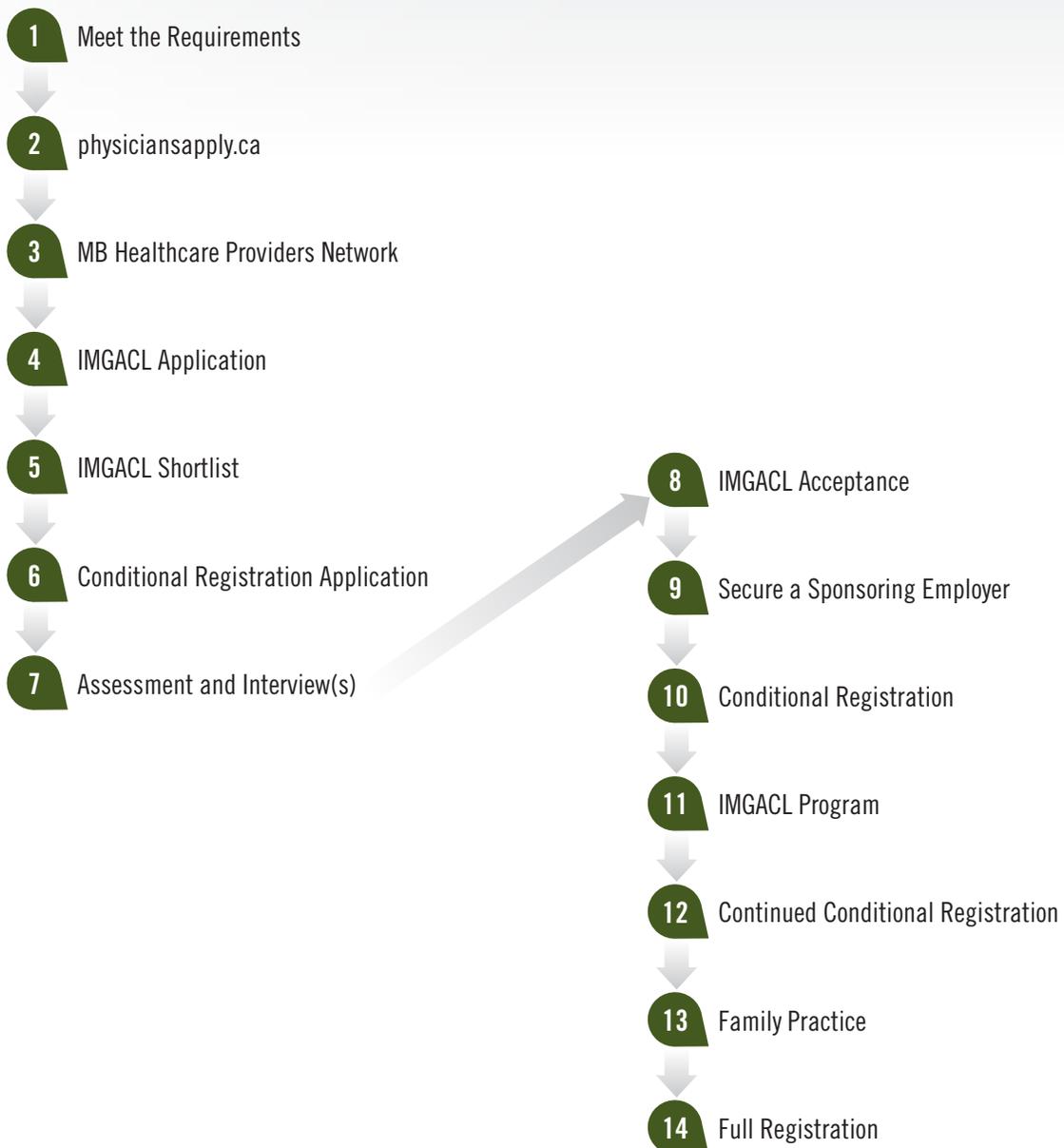
Path 1: Overview

The International Medical Graduates Assessment for Conditional Licensure (IMGACL)

The International Medical Graduates Assessment for Conditional Licensure (IMGACL) is a 16-week University of Manitoba assessment program. The program is designed for applicants who are ready to practise independently as a Family Physician with the support of a mentor and supervisor.

The College of Physicians & Surgeons of Manitoba (CPSM) grants Conditional Registration to participants of the program. Applicants work toward Full Registration while conditionally registered.

Steps



Path 1: Detailed Instructions

Step 1: Meet the Requirements

The College of Physicians & Surgeons of Manitoba (CPSM) and the University of Manitoba have separate requirements, as noted below. Before you begin the registration process, ensure you can meet the requirements as a Family Physician including education, training and practice experience:

a) Education – *Required by CPSM*

You must be a graduate of an approved Faculty of Medicine listed in 1 of:

- World Directory of Medical Schools (published by the World Health Organization). View the list at: <http://www.who.int/hrh/wdms/en/>
- International Medical Education Directory (published by the Foundation for the Advancement of International Medical Education and Research). View the list at: <http://www.faimer.org/resources/imed.html>

The Faculty of Medicine must have carried out a continuous medical education program for more than 10 years during which it has offered and continues to offer a medical training program of at least 48 months duration.

b) Postgraduate Clinical Training – *Required by CPSM*

You must have completed 1 of the following postgraduate clinical training requirements:

- 2 years of postgraduate clinical training acceptable to the College of Physicians & Surgeons of Manitoba (CPSM), including 8 weeks in each of Internal Medicine, General Surgery, Pediatrics and Obstetrics/Gynecology
- 1 year postgraduate clinical training, including 8 weeks in each of Internal Medicine, General Surgery, Pediatrics and Obstetrics/Gynecology and 3 years family practice within 5 years from the date CPSM receives your application for Conditional Registration

Your training must:

- Have taken place in 1 or more health care facilities affiliated with an approved Faculty of Medicine with faculty on site and supervision and formal evaluation by teaching staff. See a) Education for details.
- Be recognized for the purposes of registration in the jurisdiction where the clinical training was completed

c) Examinations – *Required by CPSM and University of Manitoba*

Pass the following examinations:

- Medical Council of Canada Evaluating Examination (MCCEE) – *Required by CPSM*
- Medical Council of Canada Qualifying Examination Part I (MCCQE I) – *Required by University of Manitoba*

TIP

The following examination is not required, but proof of a pass standing will increase your competitiveness when applying to the Program:

- Medical Council of Canada Qualifying Examination Part II (MCCQE Part II)

LEARN MORE >

<http://mcc.ca/examinations/mccee/>

<http://mcc.ca/examinations/>

<http://umanitoba.ca/faculties/medicine/education/imgp/programhistory.html>

d) English Language Tests – Required by University of Manitoba

Complete 1 of the following language tests to prove fluency in spoken and written English:

- **Test of English as a Foreign Language (TOEFL)**
TOEFL-iBT with a total score of 96 and with a minimum score of 24 in each component.
- **International Language Testing System (IELTS)**
Minimum overall band score of 7 with a minimum score of 7 in all components

LEARN MORE > <http://www.ets.org/toefl>
<http://www.ieltscanada.ca>

e) Ensure you can meet the IMGACL deadlines

View the IMGACL timelines at:

<http://umanitoba.ca/faculties/medicine/education/imgp/importantdates.html>

f) Ensure you can afford the costs

The registration process is expensive. Your sponsoring employer will pay your fees for the IMGACL program and your salary as you complete IMGACL, but you must cover your living expenses. The registration process includes other expenses such as examinations, English language proficiency tests, application fees and registration fees.

See Fees on Page 36.

Next

Proceed to Step 2 if you:

- Meet the education and postgraduate clinical training requirements
- Have passed the required examination and English language test
- Are confident you can meet the deadlines and afford the costs

Step 2: [physiciansapply.ca](http://www.physiciansapply.ca)**a) Open an account online with www.physiciansapply.ca and submit the following documents for source verification:**

- Medical school diploma
- Medical school transcript
- Internship completed outside Canada or United States
- Postgraduate Training completed outside Canada or United States
- Certifications and additional qualifications
- Registration/Licensure in any non-Canadian jurisdiction (past and present)

b) Enable the College of Physicians & Surgeons of Manitoba (CPSM) to view the documents online through the [physiciansapply.ca](http://www.physiciansapply.ca) document sharing section**TIP**

Source verification can take weeks to complete. Open your account now to expedite your registration process. Visit www.physiciansapply.ca for application process and fees.

Next

[Physiciansapply.ca](http://www.physiciansapply.ca) will contact your educational institution(s) and regulator(s) to verify your documents. Proceed to Step 3.

Step 3: IMGACL Application

a) **Submit your International Medical Graduates Assessment for Conditional Licensure (IMGACL) application package to the University of Manitoba:**

- Gather your required documents
- Submit the application package

Visit <http://umanitoba.ca/faculties/medicine/education/imgp/applicationpackages.html> for details, including:

- IMGACL information package
- IMGACL application package
- Application deadlines
- Required documents

Next

University of Manitoba will review your application and notify you of your status. Please refer to the timeline on the University of Manitoba website. Only the most qualified applicants will be shortlisted.

Step 4: MB Healthcare Providers Network

You must register with the MB Healthcare Providers Network no later than 2 weeks after the IMGACL application deadline. Visit www.healthcareersmanitoba.ca to register online. The MB Healthcare Providers Network will work directly with you on the steps needed for:

- Immigration
- Employment
- Registration with the College of Physicians & Surgeons of Manitoba (CPSM)

IMPORTANT

The MB Healthcare Providers Network will match you with a sponsoring employer from the Regional Health Authority (RHA) so that you are ready for Step 9: Secure a Sponsoring Employer.

Step 5: IMGACL Shortlist

a) **A University of Manitoba selection committee will review your application for IMGACL. The committee will consider your:**

- Previous medical experience
- Medical Council of Canada (MCC) examination scores
- References
- Place of residence (preference is given to residents of Manitoba)

b) **Only a select number of applicants will be shortlisted. If you are shortlisted for IMGACL:**

- IMGACL will notify both you and the College of Physicians & Surgeons of Manitoba (CPSM)
- CPSM will send you the Conditional Registration application package

Next

Complete Step 6.

Step 6: Conditional Registration Application

If you are shortlisted for IMGACL, the College of Physicians & Surgeons of Manitoba (CPSM) will send you a letter inviting you to submit the Conditional Registration application package. Submit (or have the issuer submit where required):

- a) **Manitoba Medical Register Application Conditional Registration application form, available at www.cpsm.mb.ca**
- b) **Medical Identification number for Canada (MINC), if available, or Medical Identification Number for Canada (MINC) Consent Form, available at www.cpsm.mb.ca**
- c) **Copies of the original documents you submitted to physiciansapply.ca (Step 5), including English translations if applicable:**
 - Medical school diploma
 - Medical school transcript
 - Internship completed outside Canada or United States
 - Postgraduate Training completed outside Canada or United States
 - Certifications and additional qualifications
 - Registration/Licensure in any non-Canadian jurisdiction (past and present)
- d) **A Document Verification Undertaking form, available at www.cpsm.mb.ca**
- e) **Curriculum Vitae (CV) detailing all professional activities from graduation to the present with explanations for time gaps. Include all professional experience, work locations and additional training. Use the following format for dates: dd/mm/yyyy**
- f) **A written description of your most recent practice as a Family Physician**
- g) **Consent to Release Information form, available at www.cpsm.mb.ca**
- h) **An original Criminal Record Check (CRC) certificate with a Vulnerable Sector Search (VSS) obtained through the RCMP or local police**

TIP

A Criminal Record Check can take weeks to complete. Apply now to expedite your registration process. Contact the RCMP or your local Police Service for application process and fees.

IMPORTANT

A Criminal Record check (CRC) is valid for 1 year from the date of issue or as stipulated on the CRC certificate.

- i) **A CRC Undertaking form, available at www.cpsm.mb.ca**

TIP

If your CRC does not include a VSS and if CPSM issues you Conditional Registration, your VSS is required within 30 days from the date of your Conditional Registration.

- j) **Direct from issuer(s) to CPSM - Evidence of any Family Practice in the form of detailed letter(s) from employer(s) and/or, if in private practice, partner(s) or consultant(s). Letter(s) must detail:**
- Type of practice
 - Average hours
 - Average number of patients per day
 - Age groups
 - If an emergency department, volume of patients, breakdown of admissions, and bed number
- k) **Direct from issuer(s) to CPSM - Certificates of Good Standing/Professional Conduct in all jurisdictions registered or licensed in, containing all past or current disciplinary action(s) and complaints regarding you, as well as any review, current investigation, proceeding, denial of application for authorization to practice, or suspension of authorization to practice**
- If you were/are a medical student and/or in a training program/residency and were/are not required to be registered or licensed, evidence of good standing from the university or teaching hospital
 - If there is a delay in obtaining evidence of good standing, CPSM may grant an Undertaking until your documentation arrives. Contact CPSM for details
- l) **A notarized or certified copy of your MCCEE, MCCQEI, or MCCQEII (LMCC) examination results (If your examination results are in physiciansapply.ca, you may submit a copy)**
- m) **Documentation fee. See Fees on Page 36**
- n) **Any additional documentation requested by CPSM**

IMPORTANT

Submit Your Application for Conditional Registration only if you are shortlisted for IMGACL. Your application is valid for 6 months only. If you submit an application and it expires, contact CPSM. CPSM will advise you on how to update your application.

Next

Upon receipt of your complete application, CPSM will review your application within the timeline set by IMGACL. CPSM will notify both you and IMGACL of your status. If CPSM deems you eligible for Conditional Registration, you will remain on the shortlist and may continue in the IMGACL process. IMGACL will contact you regarding Step 7.

Step 7: Assessment and Interview(s)

- a) **If you remain on the IMGACL shortlist, University of Manitoba will invite you to complete the Clinicians Assessment and Professional Enhancement (CAPE). This 3-day assessment includes:**
- Structured oral interviews
 - Therapeutics assessment
 - Clinical and communication skills evaluation using standardized patient scenarios

University of Manitoba will send you information about CAPE, including how to prepare for it.

LEARN MORE >

<http://umanitoba.ca/faculties/medicine/education/imgp/familyphysicianassessment.html>

b) If you successfully complete CAPE, University of Manitoba will invite you to attend an in-person interview and/or a Multiple Mini Interview (MMI). The interview(s) includes questions related to your professional experience. IMGACL is looking for individuals who are:

- Effective communicators
- Sound critical thinkers
- Adaptable
- Strong collaborators
- Knowledgeable about the Canadian/Manitoba health care system
- Experienced in Canadian health care
- Experienced in primary care in rural settings

Next

The University of Manitoba selection committee will assess your IMGACL application, CAPE score, and interview(s) to determine if you are accepted into the IMGACL program. Only those who have the highest rankings will be accepted. IMGACL will contact you to confirm your status. Please refer to the timeline on the University of Manitoba website.

Step 8: IMGACL Acceptance

If you are accepted into IMGACL, you must complete these two steps **before** you begin the program:

- Secure a Sponsoring Employer (Step 9)
- Become Conditionally Registered by the College of Physicians & Surgeons of Manitoba (CPSM) - CPSM will require you to update your Conditional Registration application (Step 10)

Step 9: Secure a Sponsoring Employer

If you are accepted into IMGACL, IMGACL will forward your name to the MB Healthcare Providers Network for circulation among Regional Health Authority (RHA) sponsoring employers. The MB Healthcare Providers Network will hold a Meet & Greet event to introduce you to RHA sponsoring employers and help facilitate job offers.

You must obtain a written offer of employment from an RHA in Manitoba before you begin IMGACL:

- You must sign a Return of Service Agreement with your RHA sponsoring employer, stating that you agree to practise in a specific location in rural Manitoba for a specific period of time
- Your RHA sponsoring employer must agree to pay your salary while you complete IMGACL and for the duration of your Return of Service Agreement

LEARN MORE > www.healthcareersmanitoba.ca

Step 10: Conditional Registration

You must update your Conditional Registration application with the College of Physicians & Surgeons of Manitoba (CPSM) before you begin IMGACL. CPSM will send you a letter outlining the required documents, including:

- a) Professional Liability Declaration form
- b) Physician Profile form
- c) Family Practice Undertaking form
- d) Recent passport-sized photo

e) Either:

- Certified or notarized copy of Canadian passport or Canadian birth certificate
- Certified or notarized copy of your passport plus evidence that you are legally entitled to work in Manitoba (1 of: notarized or certified copy of Canadian citizenship document, permanent resident card or your original work permit, which you may present at CPSM)

IMPORTANT

If you submitted your passport, and evidence of permanent resident status or Canadian citizenship to physiciansapply.ca, you may send a photocopy of these documents.

f) Registration fee and Licence fee. See Fees on Page 36**g) Any additional documents requested by CPSM****Next**

If your application update is approved:

- CPSM will send a Minister's Certificate to the MB Healthcare Providers Network
- The MB Healthcare Providers Network will add your work location and start date to the certificate (as outlined in your Return of Service Agreement) and forward it to the Minister of Health for signature
- Once signed by the Minister of Health, the MB Healthcare Providers Network will send the Minister's Certificate back to CPSM
- Upon receipt of the Minister's Certificate, CPSM will issue you Conditional Registration and notify you
- Once you are notified of your Conditional Registration, you may begin Step 11: IMGACL Program

Step 11: IMGACL Program

Once you are conditionally registered with the College of Physicians & Surgeons of Manitoba (CPSM), you may begin IMGACL:

a) Complete a 4-week structured orientation at University of Manitoba**b) Following your orientation, complete 3 x 4-week periods of assessment (2 clinical and 1 acute care) while working under supervision in rural Manitoba**

IMGACL will arrange your work placement, including rural location(s) and supervisor(s). Your supervisor(s) will send an evaluation to IMGACL after each 4-week period of assessment. During this time:

- A successful evaluation will result in your continuation of IMGACL
- If you receive a poor evaluation with a recommendation for further training or failure:
 - You will be terminated from IMGACL
 - Your Conditional Registration will be revoked by CPSM

Once you complete IMGACL, the College of Physicians & Surgeons of Manitoba (CPSM) will move your name from the Practising list to the Non-Practising list of conditional registrants, and you must cease practising. IMGACL will deliver your final assessment results to both you and CPSM within 3 weeks.

Next

If your final assessment result is successful:

- CPSM will invite you to continue your Conditional Registration (Step 12)
- The IMGACL Program Office will assign you a mentor for Family Practice (Step 13)
- Your Regional Health Authority (RHA) will assign you a supervisor for Family Practice (Step 13)

Step 12: Continued Conditional Registration

Once you successfully complete IMGACL:

a) The College of Physicians & Surgeons of Manitoba (CPSM) will send you a letter outlining the requirements for continued Conditional Registration, including:

- Pay your Audit fee. See Fees on Page 36
- Provide your work location address and start date

b) Complete these tasks:

- Complete the University of Manitoba International Medical Graduate Mentorship and Clinical Enhancement (IMGMCE) workshop with your mentor (University of Manitoba will provide you with details during IMGACL and will notify CPSM when you and your mentor have both completed the workshop)

LEARN MORE > <http://umanitoba.ca/faculties/medicine/education/imgp/programs.html>

- Sign the IMGMCE Undertaking form (University of Manitoba will notify CPSM when you have signed the form)

Next

Once you complete the requirements for continued Conditional Registration and your start date of practice has been confirmed, CPSM will move your name from the Non-Practising list to the Practising list of conditional registrants, and will notify you. Once notified, you may enter Family Practice (Step 13).

IMPORTANT

CPSM will provide you with a Registration Number once your name has been returned to the Practising List. Contact Manitoba Health to register for a billing number: 204.788.2567. You must update your professional liability coverage for family practice.

Step 13: Family Practice

Conditional Registration allows you to practise as a Family Physician with the support of a mentor (for 1 year) and supervisor (for the duration of your Conditional Registration):

a) Your mentor will: for 1 year, through the University of Manitoba International Medical Graduate Mentorship and Clinical Enhancement Program, attend scheduled meetings with you as you engage in self-learning continuing medical education exercises and continuing professional development activities

LEARN MORE > <http://umanitoba.ca/faculties/medicine/education/imgp/8678.html>

b) Your supervisor will:

- Provide support for the duration of your Conditional Registration
- Submit a monthly report to CPSM for your first 3 months of practice

c) After 6 months of practice:

- CPSM will conduct a chart audit
- If the chart audit is satisfactory, your practice supervisor will submit a final monitor report 6 months after the chart audit
- If the chart audit is unsatisfactory, CPSM will contact you and your practice supervisor regarding the next steps, which will include, but are not limited to, further monitor reports and a repeat chart audit. See Fees on Page 36

IMPORTANT

Throughout your Conditional Registration and your medical career, you must engage in Continued Professional Development as outlined on the College of Physicians & Surgeons of Manitoba (CPSM) website at www.cpsm.mb.ca

Next

You must complete the requirements of Full Registration within the 5 year and 7 year deadlines outlined in Step 14.

Step 14: Full Registration

Generally, the steps conditionally registered Family Physicians take to obtain Full Registration are:

- a) Obtain a Licentiate from the Medical Council of Canada (LMCC) (registration on the Canadian Medical Register) within 5 years of the date your Conditional Registration was issued

LEARN MORE > <http://mcc.ca/examinations/>

- b) Obtain certification from the College of Family Physicians of Canada (CFPC) within 7 years of the date your Conditional Registration was issued

LEARN MORE > <http://www.cfpc.ca/FMExam/>

- c) Submit evidence of all of the above to CPSM

LEARN MORE > <http://cpsm.mb.ca/registration/categories-of-registration/full-registration>

Next

Once CPSM receives evidence that you meet the above requirements:

- CPSM will issue you Full Registration
- You can practise as a Family Physician in Manitoba **without** the support of a mentor or supervisor

Path 2: Overview

Medical Licensure Program for International Medical Graduates (MLPIMG)

The Medical Licensure Program for International Medical Graduates (MLPIMG) is a 13-month University of Manitoba program. The program is designed for applicants who require some training to enhance their family practice skills, and prepares them for Conditional Registration with the College of Physicians and Surgeons of Manitoba (CPSM). Successful applicants are registered on the Educational Register. After successful completion of the training program, the physician will receive Conditional Registration and will work toward full registration.

Steps



Path 2: Detailed Instructions

Step 1: Meet the Requirements

The College of Physicians & Surgeons of Manitoba (CPSM) and the University of Manitoba have separate requirements, as noted below. Before you begin the registration process, ensure you can meet the requirements as a Family Physician including education, training and practice experience:

a) Education – *Required by CPSM*

You must be a graduate of an approved Faculty of Medicine listed in 1 of:

- World Directory of Medical Schools (published by the World Health Organization). View the list at: <http://www.who.int/hrh/wdms/en/>
- International Medical Education Directory (published by the Foundation for the Advancement of International Medical Education and Research). View the list at: <http://www.faimer.org/resources/imed.html>

The Faculty of Medicine must have carried out a continuous medical education program for more than 10 years during which it has offered and continues to offer a medical training program of at least 48 months duration.

b) Postgraduate Clinical Training – *Required by CPSM*

You must have completed a minimum of 1 year of postgraduate clinical training acceptable to the College of Physicians & Surgeons of Manitoba (CPSM), which includes:

- 8 weeks in each of Internal Medicine, General Surgery, Pediatrics and Obstetrics/Gynecology

Your training must:

- Have taken place in 1 or more health care facilities affiliated with an approved Faculty of Medicine with faculty on site and supervision and formal evaluation by teaching staff. See a) Education for details
- Be recognized for the purposes of registration in the jurisdiction where the clinical training was completed

c) Practice Experience – *Required by University of Manitoba*

- You must have 1 year (12 months) independent practice experience working as a physician in general practice, family medicine or primary care. Postgraduate training does not count towards this requirement.
- You must show evidence of currency in practice - minimum of 12 consecutive months of independent clinical practice as a general/family practitioner in 5 years immediately preceding the application deadline.

IMPORTANT

Postgraduate training (internship/residency) does not count as 1 year of practice.

d) Examinations – *Required by CPSM and University of Manitoba*

Pass the following examination:

- Medical Council of Canada Evaluating Examination (MCCEE) – *Required by CPSM*
- Medical Council of Canada Qualifying Examination Part I (MCCQE1) – *Required by University of Manitoba*
- National Assessment Collaboration Objective Structured Clinical Examination (NAC OSCE) – *Required by University of Manitoba*

TIP

The following examination is not required, but proof of a pass standing will increase your competitiveness when applying to the Program:

- Medical Council of Canada Qualifying Examination Part II (MCCQE Part II)

LEARN MORE >

<http://mcc.ca/examinations/mccee/>
<http://mcc.ca/examinations/nac-overview/>
<http://mcc.ca/examinations/>
<http://umanitoba.ca/faculties/medicine/education/imgp/programhistory.html>

e) English Language Tests – Required by University of Manitoba

Complete 1 of the following language tests to prove fluency in spoken and written English:

- **Test of English as a Foreign Language (TOEFL)**
TOEFL-iBT with a total score of 96 and with a minimum score of 24 in each component.
- **International Language Testing System (IELTS)**
Minimum overall band score of 7 with a minimum score of 7 in all components

LEARN MORE >

<http://www.ets.org/toefl>
<http://www.ieltscanada.ca>

f) Ensure you can meet the MLPIMG deadlines

View the MLPIMG timelines at: <http://umanitoba.ca/faculties/medicine/education/imgp/importantdates.html>

g) Ensure you can afford the costs

The registration process is expensive. Your sponsoring employer will pay your fees for the MLPIMG program and your salary as you complete MLPIMG, but you must cover your living expenses. The registration process includes other expenses such as examinations, English language proficiency tests, application fees and registration fees.

See Fees on Page 36.

Next

Proceed to Step 2 if you:

- Meet the education, postgraduate clinical training, and practice experience requirements
- Have passed the required examinations and English language test
- Are confident you can meet the deadlines and afford the costs

Step 2: physiciansapply.ca**a) Open an account online with www.physiciansapply.ca and submit the following documents for source verification:**

- Medical school diploma
- Medical school transcript
- Internship completed outside Canada or United States
- Postgraduate Training completed outside Canada or United States
- Certifications and additional qualifications
- Registration/Licensure in any non-Canadian jurisdiction (past and present)

- b) Enable the College of Physicians & Surgeons of Manitoba (CPSM) to view the documents online through the physiciansapply.ca document sharing section

IMPORTANT

You must submit the documents to physiciansapply.ca by the MLPIMG application deadline. Visit www.physiciansapply.ca for process, timelines, and fees.

Next

Physiciansapply.ca will contact your educational institution(s) to verify your documents. You must begin the verification process now so that you are ready for Step 5: MLPIMG Shortlist.

Step 3: MLPIMG Application

Submit your Medical Licensure Program for International Medical Graduates (MLPIMG) application package to the University of Manitoba:

- Gather your required documents
- Submit the application package

Visit <http://umanitoba.ca/faculties/medicine/education/imgp/applicationpackages.html> for details, including:

- MLPIMG information package
- MLPIMG application package
- Application deadlines
- Required documents

Next

University of Manitoba will review your application and confirm your status. Please refer to the timeline on the University of Manitoba website. Only the most qualified applicants will be shortlisted.

Step 4: MB Healthcare Providers Network

Register with the MB Healthcare Providers Network after you submit your MLPIMG application. Visit www.healthcareersmanitoba.ca to register online. The MB Healthcare Providers Network will work directly with you on the steps needed for:

- Immigration
- Employment
- Registration with the College of Physicians & Surgeons of Manitoba (CPSM)

IMPORTANT

If you are accepted into MLPIMG, the MB Healthcare Providers Network will match you with a sponsoring employer from the Regional Health Authority (RHA) so that you are ready for Step 8: Secure a Sponsoring Employer.

Step 5: MLPIMG Shortlist

- a) A University of Manitoba selection committee will review your application for MLPIMG. The committee will consider your:

- Previous medical experience
- Medical Council of Canada (MCC) examination scores
- National Assessment Collaboration Objective Structured Clinical Examination (NAC OSCE) scores
- References
- Place of residence (preference is given to residents of Manitoba)

b) Only a select number of applicants will be shortlisted. If you are shortlisted for MLPIMG:

- CPSM will access your source verified documents through your online physiciansapply.ca account, and will review them to determine whether or not you meet the education requirements for Conditional Registration. Source verification by physiciansapply.ca does not guarantee that you meet the education requirements for Conditional Registration. It means only that CPSM will agree to review the documents
- If you **do** meet the education requirements for Conditional Registration, you will remain on the MLPIMG shortlist
- Proceed to Step 6

IMPORTANT

Be sure to enable CPSM to view the documents online through the physiciansapply.ca document sharing section.

Step 6: Interview(s)

If you remain on the MLPIMG shortlist, University of Manitoba will invite you to attend an in-person interview and/or a Multiple Mini Interview (MMI). The interview(s) includes questions related to your professional experience. MLPIMG is looking for individuals who are:

- Effective communicators
- Sound critical thinkers
- Adaptable
- Strong collaborators
- Knowledgeable about the Canadian/Manitoba health care system
- Experienced in Canadian health care
- Experienced in primary care in rural settings

LEARN MORE > <http://umanitoba.ca/faculties/medicine/education/imgp/familyphysiciantraining.html>

Next

The University of Manitoba selection committee will assess your MLPIMG application, National Assessment Collaboration Objective Structured Clinical Examination (NAC OSCE) score, and interview(s) to determine if you are accepted into the MLPIMG program. Only those who have the highest rankings will be accepted. The program will contact you to confirm your status. Please refer to the timeline on the University of Manitoba website.

Step 7: MLPIMG Acceptance

If you are accepted into MLPIMG, the University of Manitoba will send a letter to CPSM confirming your appointment as an MLPIMG trainee. You must complete these 2 steps before you begin the program:

- Secure a Sponsoring Employer (Step 8)
- Become educationally registered with the College of Physicians & Surgeons of Manitoba (CPSM) (Step 9) – MLPIMG will notify CPSM of your acceptance, and CPSM will send you the required application package

Step 8: Secure a Sponsoring Employer

If you are accepted into MLPIMG, MLPIMG will forward your name to the MB Healthcare Providers Network for circulation among Regional Health Authority (RHA) sponsoring employers. The MB Healthcare Providers Network will hold a Meet & Greet event to introduce you to RHA sponsoring employers and help facilitate job offers.

You must obtain a written offer of employment from an RHA in Manitoba before you begin MLPIMG:

- You must sign a Return of Service Agreement with your RHA sponsoring employer, stating that you agree to practise in a specific location in rural Manitoba for a specific period of time
- Your RHA sponsoring employer must agree to pay your salary while you complete MLPIMG and for the duration of your Return of Service Agreement

LEARN MORE > www.healthcareersmanitoba.ca

Step 9: Educational Registration

You must become educationally registered with the College of Physicians & Surgeons of Manitoba (CPSM) before you begin MLPIMG. CPSM will send you a letter inviting you to submit the Educational Registration application package. Submit (or have the issuer submit directly to CPSM where required):

- Educational Registration Application MLPIMG form (CPSM will send you the form)**
- Medical Identification Number for Canada (MINC), if available, or Medical Identification Number for Canada (MINC) Consent Form, available at www.cpsm.mb.ca**
- Notarized or certified copies of your examination and/or assessment results, if applicable:**
 - MCCEE, MCCQEI, or MCCQEII (LMCC) examination results (If your examination results are in physiciansapply.ca you may submit a copy)
 - Canadian Licensing Authority assessment
- Curriculum Vitae (CV) detailing all professional activities from graduation to the present with explanations for time gaps. Include all professional experience, work locations and additional training. Use the following format for dates: dd/mm/yyyy**
- A written description of your most recent or past practise as a Family Physician**
- An original Criminal Record Check (CRC) certificate with a Vulnerable Sector Search (VSS) obtained through the RCMP or local police**

TIP

A Criminal Record Check can take weeks to complete. Apply now to expedite your registration process. Contact the RCMP or your local Police Service for application process and fees.

IMPORTANT

A Criminal Record check (CRC) is valid for 1 year from the date of issue or as stipulated on the CRC certificate.

- A CRC Undertaking form, available at www.cpsm.mb.ca**

TIP

If your CRC does not include a VSS and if CPSM issues you Conditional Registration, your VSS is required within 30 days from the date of your Conditional Registration.

- h) Copies of the original documents you submitted to physiciansapply.ca (Step 2), including English translations, if applicable:
- Medical school diploma
 - Medical school transcript
 - Internship completed outside Canada or United States
 - Postgraduate Training completed outside Canada or United States
 - Certifications and additional qualifications
 - Registration/Licensure in any non-Canadian jurisdiction (past and present)
- i) A Document Verification Undertaking form, available at www.cpsm.mb.ca
- j) Consent to Release Information form, available at www.cpsm.mb.ca
- k) Recent passport-sized photograph
- l) Certified copy of your passport (or present the document in person at CPSM. If your passport is in physiciansapply.ca, you may submit a copy)
- m) *Direct from issuer(s) to CPSM* - Evidence of Family Practice in the form of detailed letter(s) from employer(s) and/or, if in private practice, partner(s) or consultant(s). Letters must detail:
- Type of practice
 - Average hours
 - Average number of patients per day
 - Age groups
 - If an emergency department, volume of patients, breakdown of admissions, and bed number
- n) *Direct from issuer(s) to CPSM* - Certificates of Good Standing/Professional Conduct in all jurisdictions registered or licensed in, containing all past or current disciplinary action(s) and complaints regarding you, as well as any review, current investigation, proceeding, denial of application for authorization to practice, or suspension of authorization to practice
- If you were/are a medical student and/or in a training program/residency and were/are not required to be registered or licensed, evidence of good standing from the university or teaching hospital
 - If there is a delay in obtaining evidence of good standing, CPSM may grant an Undertaking until your documentation arrives. Contact CPSM for details
- o) Documentation, Registration, and Educational Enrollment fees. See Fees on Page 36
- p) If applicable, evidence of satisfactory completion of postgraduate training completed in an approved university teaching program in Canada or the United States (original or notarized copy)
- q) Any additional documentation requested by CPSM

Next

CPSM will notify you of your status within 2 weeks. Once you are educationally registered, you may begin Step 10: MLPIMG Program.

Step 10: MLPIMG Program

Once the College of Physicians & Surgeons of Manitoba (CPSM) issues you Educational Registration, you may begin MLPIMG:

- a) **Complete a 4-week structured orientation at University of Manitoba**
- b) **Following your orientation, complete 1 year of enhanced training, which includes 13 x 4-week Postgraduate Medical Education rotations in the following fields of study:**
 - Emergency Medicine – 2 rotations (8 weeks urban or 8 weeks rural)
 - Family Medicine (urban and rural) – 3 rotations (12 weeks)
 - Gynecology – 1 rotation (4 weeks)
 - Obstetrics – 1 rotation (4 weeks)
 - Internal Medicine – 2 rotations (8 weeks)
 - Pediatrics (outpatient) – 1 rotation (4 weeks)
 - Pediatrics (ward) – 1 rotation (4 weeks)
 - Psychiatry – 1 rotation (4 weeks)
 - Vacation – 1 rotation (4 weeks)

MLPIMG will arrange your work placement, including urban and rural location(s) and supervisor(s). Your supervisor(s) will send an evaluation to MLPIMG after each 4-week rotation. During this time:

- A successful evaluation will result in your continuation of MLPIMG
- Failure of 1 rotation may be resolved with remediation
- Failure of any 2 rotations will result in:
 - Termination from MLPIMG
 - Your Educational Registration revoked by CPSM

Next

If you are deemed likely to successfully complete MLPIMG, CPSM will invite you to apply for Conditional Registration.

Step 11: Conditional Registration

If you are deemed likely to successfully complete MLPIMG, approximately 1 month before your expected completion date, the College of Physicians & Surgeons of Manitoba (CPSM) will send you a letter inviting you to apply for Conditional Registration:

- a) **Submit the following to CPSM:**
 - Audit, Registration, and Licence fees. See Fees on Page 36
 - Conditional Registration Application form
 - Professional Liability Declaration form
 - Physician Profile form
 - Family Practice Undertaking form
 - Evidence that you are legally entitled to work in Manitoba (1 of: Canadian citizenship, permanent resident status or work permit)

IMPORTANT

If your Canadian citizenship or permanent resident status is in physiciansapply.ca, you may submit a copy. The work permit must be an original document and may be presented in person at the CPSM office.

b) Complete these tasks:

- Complete the University of Manitoba International Medical Graduate Mentorship and Clinical Enhancement (IMGMCE) workshop with your mentor (University of Manitoba will provide you with details during MLPIMG and will notify CPSM when you and your mentor have both completed the workshop)

LEARN MORE ><http://umanitoba.ca/faculties/medicine/education/imgp/programs.html>

- Sign the IMGMCE Undertaking form (University of Manitoba will notify CPSM when you have signed the form)

Next

Once you complete the requirements for Conditional Registration and a start date of practice has been confirmed:

- CPSM will send a Minister's Certificate to the MB Healthcare Providers Network
- The MB Healthcare Providers Network will add your work location and start date to the certificate (as outlined in your Return of Service Agreement) and forward it to the Minister of Health for signature
- Once signed by the Minister of Health, the MB Healthcare Providers Network will send the Minister's Certificate back to CPSM
- Upon receipt of the Minister's Certificate, CPSM will issue you Conditional Registration and notify you
- Once you are notified of your Conditional Registration, you may enter Family Practice (Step 12)

IMPORTANT

CPSM will provide you with a Registration Number once your name is on the Conditional Register. Contact Manitoba Health to register for a billing number: 204.788.2567

Step 12: Family Practice

Conditional Registration allows you to practise as a Family Physician with the support of a mentor (for 1 year) and supervisor (for the duration of your Conditional Registration):

- a) Your mentor will: for 1 year, through the University of Manitoba International Medical Graduate Mentorship and Clinical Enhancement Program, attend scheduled meetings with you as you engage in self-learning continuing medical education exercises and continuing professional development activities**

LEARN MORE ><http://umanitoba.ca/faculties/medicine/education/imgp/8678.html>**b) Your supervisor will:**

- Provide support for the duration of your Conditional Registration
- Submit a monthly report to CPSM for your first 3 months of practice

c) After 6 months of practice:

- CPSM will conduct a chart audit
- If the chart audit is satisfactory, your practice supervisor will submit a final monitor report 6 months after the chart audit
- If the chart audit is unsatisfactory, CPSM will contact you and your practice supervisor regarding the next steps, which will include, but are not limited to, further monitor reports and a repeat chart audit. See Fees on Page 36

IMPORTANT

Throughout your Conditional Registration and your medical career, you must engage in Continued Professional Development as outlined on the College of Physicians & Surgeons of Manitoba (CPSM) website at www.cpsm.mb.ca

Next

You must complete the requirements of Full Registration within the 5 year and 7 year deadlines outlined in Step 13.

Step 13: Full Registration

Generally, the steps conditionally registered Family Physicians take to obtain Full Registration are:

- a) Obtain a Licentiate from the Medical Council of Canada (LMCC) (registration on the Canadian Medical Register) within 5 years of the date your Conditional Registration was issued

LEARN MORE > <http://mcc.ca/examinations/>

- b) Obtain certification from the College of Family Physicians of Canada (CFPC) within 7 years of the date your Conditional Registration was issued

LEARN MORE > <http://www.cfpc.ca/FMExam/>

- c) Submit evidence of the above to CPSM

LEARN MORE > <http://cpsm.mb.ca/registration/categories-of-registration/full-registration>

Next

Once CPSM receives evidence that you meet the above requirements:

- CPSM will issue you Full Registration
- You can practise as a Family Physician in Manitoba **without** the support of a mentor or supervisor

Path 3: Overview

Residency Training

International Medical Graduates can apply for 2-year Residency Training as Family Physicians through the Canadian Resident Matching Service (CaRMS). CaRMS matches applicants with postgraduate medical training that prepares them for Full Registration with the College of Physicians and Surgeons of Manitoba (CPSM).

Steps



Path 3: Detailed Instructions

Step 1: Meet the Requirements

Before you begin the registration process, ensure you are eligible for Path 3:

a) **Review the information and application requirements for International Medical Graduates on the Canadian Resident Matching Service (CaRMS) website:**
<http://www.carms.ca/en/applicants/img/Application>

b) **Examinations – Required by CPSM**

Pass one of the following examinations:

- Medical Council of Canada Evaluating Examination (MCCEE)
- United States Medical Licensure Examination (USMLE) Steps 1 and 2
- Federation Licensure Examination (FLEX) with a weighted average of 75 or better
(Note: FLEX is no longer offered and was replaced with the USMLE)

LEARN MORE > <http://mcc.ca/examinations/mccee/>
<http://www.usmle.org>

c) Ensure you can meet the CaRMS deadlines

View the CaRMS timelines at: <http://www.carms.ca/en/match-process/match-timelines/>

d) Ensure you can afford the costs

The registration process includes expenses such as examinations, application fees and registration fees. See Fees on Page 36.

Next

Proceed to Step 2 if you:

- Have been matched to the family medicine residency program at the University of Manitoba
- Have passed the required examinations
- Are confident you can meet the deadlines and afford the costs

Step 2: [physiciansapply.ca](http://www.physiciansapply.ca)

Open an account online with www.physiciansapply.ca and submit the required documents for source verification. Check the CaRMS website at www.carms.ca for application requirements.

Visit www.physiciansapply.ca for process, timelines, and fees.

Next

Physiciansapply.ca will contact your educational institution(s) to verify your documents.

TIP

If you are matched to the University of Manitoba Family Medicine Training Program, you will also be required to submit and share the documents outlined in Step 4, item (h) and select document sharing with CPSM.

Step 3: CaRMS

a) Submit your application to the Canadian Residency Matching Service (CaRMS):

- Gather your required documents
- Pay the associated fees
- Submit the application

b) Visit <http://www.carms.ca/en/> for details, including:

- Match process
- Applications
- Required documents
- Translation services
- Timelines
- Fees

c) Visit <http://umanitoba.ca/faculties/medicine/education/pgme/index.html> for details, including:

- Family Medicine program
- Application process

Next

If you are matched to a University of Manitoba Family Medicine program, you must become educationally registered with the College of Physicians & Surgeons of Manitoba (CPSM) before you begin the program. University of Manitoba will notify CPSM of your acceptance, and CPSM will send you the Educational Registration application package (Step 4).

Step 4: Educational Registration

You must become educationally registered with the College of Physicians & Surgeons of Manitoba (CPSM) before you begin your residency. To apply for Educational Registration, submit (or have the issuer submit directly to CPSM where required):

- a) **Educational Registration Application form (CPSM will send you the form)**
- b) **Medical Identification Number for Canada (MINC), if available, or Medical Identification Number for Canada (MINC) Consent Form, available at www.cpsm.mb.ca**
- c) **Notarized or certified copies of your examination and/or assessment results, if applicable:**
 - MCCEE, MCCQEI, MCCQEII (LMCC), FLEX or USMLE examination results (If your examination results are in physiciansapply.ca, you may submit a copy)
 - Canadian Licensing Authority assessment
- d) **Curriculum Vitae (CV) detailing all professional activities from graduation to the present with explanations for time gaps. Include all professional experience, work locations and additional training. Use the following format for dates: dd/mm/yyyy**
- e) **An original Criminal Record Check (CRC) certificate with a Vulnerable Sector Search (VSS) obtained through the RCMP or local police**

TIP

A Criminal Record Check can take weeks to complete. Apply now to expedite your registration process. Contact the RCMP or your local Police Service for application process and fees.

IMPORTANT

A Criminal Record check (CRC) is valid for 1 year from the date of issue or as stipulated on the CRC certificate.

- f) **A CRC Undertaking form, available at www.cpsm.mb.ca**

TIP

If your CRC does not include a VSS and if CPSM issues you Educational Registration, your VSS is required within 30 days from the date of your Educational Registration.

- g) **Copies of the documents you submitted to physiciansapply.ca (Step 2), including English translations, if applicable:**
 - Medical school diploma
 - Medical school transcript
 - Internship completed outside Canada or United States
 - Postgraduate Training completed outside Canada or United States
 - Certifications and additional qualifications
 - Registration/Licensure in any non-Canadian jurisdiction (past and present)

- h) A Document Verification Undertaking form, available at www.cpsm.mb.ca
- i) Recent passport-sized photograph
- j) Certified copy of your passport (or present the document in person at CPSM. If your passport is in physiciansapply.ca, you may submit a copy)
- k) *Direct from issuer(s) to CPSM* - Certificates of Good Standing/Professional Conduct in all jurisdictions registered or licensed in, containing all past or current disciplinary action(s) and complaints regarding you, as well as any review, current investigation, proceeding, denial of application for authorization to practice, or suspension of authorization to practice
 - If you were/are a medical student and/or in a training program/residency and were/are not required to be registered or licensed, evidence of good standing from the university or teaching hospital
 - If there is a delay in obtaining evidence of good standing, CPSM may grant an Undertaking until your documentation arrives. Contact CPSM for details
- l) Documentation, Registration, and Educational Enrollment fees. See Fees on Page 36
- m) If applicable, evidence of satisfactory completion of postgraduate training completed in an approved university teaching program in Canada or the United States (original or notarized copy)
- n) *Direct from issuer to CPSM* - Letter from University of Manitoba, Medical Education, confirming an appointment as a Family Medicine student
- o) Any additional documentation requested by CPSM

Next

CPSM will notify you of your status within 3 to 4 weeks. Once you are educationally registered, you may begin Step 5: Residency Training.

Step 5: Residency Training

- a) The 2-year Family Medicine program at the University of Manitoba offers 4 streams tailored to different practice interests:
 - Urban
 - Rural
 - Bilingual (French/English)
 - Northern/Remote

Your residency experience will depend on the stream you choose.

IMPORTANT

International Medical Graduates must also complete a four week orientation. Further information is available on the University of Manitoba website: <http://umanitoba.ca/faculties/medicine/education/imgp/orientation.html>

LEARN MORE > http://umanitoba.ca/faculties/medicine/units/family_medicine/postgrad/6402.html

Next

If you are deemed likely to complete your residency, CPSM will invite you to apply for Full Registration.

Step 6: Full Registration

Six weeks before you complete your residency, the College of Physicians & Surgeons of Manitoba (CPSM) will send you a letter inviting you to apply for Full Registration. Your letter will outline the requirements:

a) **Obtain a Licentiate from the Medical Council of Canada (LMCC)**

LEARN MORE > <http://mcc.ca/examinations/>

b) **Obtain certification from the College of Family Physicians of Canada (CFPC)**

LEARN MORE > <http://www.cfpc.ca/FMExam/>

c) **Submit evidence of the above to CPSM**

LEARN MORE > <http://cpsm.mb.ca/registration/categories-of-registration/full-registration>

Next

Once CPSM receives evidence that you meet the above requirements:

- CPSM will issue you Full Registration
- You can practise independently as a Family Physician in Manitoba

IMPORTANT

If you fail to meet the requirements for Full Registration, CPSM will contact you and invite you to apply for Conditional Registration. While conditionally registered, you will work toward meeting the requirements of Full Registration.

Appeals

You may appeal a decision about your registration. Appeals are referred to in Section 13 of the *Manitoba Medical Act*:

Refusal to register

13(1) If the registrar is not satisfied by proper evidence that an applicant is eligible for registration on the Manitoba Medical Register, the educational register, the clinical assistant register, the physician assistant register or the specialist register or, that an applicant who claims to possess a degree or qualification, does in fact possess it, the registrar:

- a) shall refuse to register the applicant or to enter the degree or qualification on the register; and
- b) shall notify the applicant in writing of the decision to refuse the registration of the applicant or the degree or qualification, and of the reasons for the decision.

Appeal to council

13(2) A person who is refused registration under subsection (1) may appeal the registrar's decision to the council, which may confirm or vary the decision of the registrar.

Notice

13(3) An appeal under subsection (2) is to be made by filing with the council, within 30 days after the person receives notice of the registrar's decision under subsection (1), a written notice of appeal setting out the facts and the reasons for the appeal.

Refusal of registration because of conviction

13(4) An individual who has been convicted of an offence that is relevant to his or her suitability to practise medicine may be refused registration.

LEARN MORE > <http://web2.gov.mb.ca/laws/statutes/ccsm/m090e.php>

IMPORTANT

If you wish to appeal a decision regarding your acceptance into a Family Medicine program offered by the University of Manitoba, you must make the appeal directly to the University of Manitoba. CPSM does not become involved in such appeals.

False or Misleading Representations

As a professional you must be aware that you must be forthright in all matters when communicating with a professional licensing authority and in particular when answering the questions on the application form or in providing information regarding training and practice experience. Making a false or misleading statement or representation on your application or supporting documents can result in the College's cancellation of your application for registration, or of your registration should it be granted. In addition to possible denial of the application, false or misleading representations are considered an offence under Section 66(1) of the Medical Act.

Offence for false or fraudulent representation

66(1) Any person who wilfully procures, or attempts to procure, a licence, a registration or an alteration of a registration under this Act by making any false or fraudulent representation or declaration, either orally or in writing, is guilty of an offence.

Because Manitoba has defined registration and licensure based on the applicant's most recent training and practice experience, applicants must include all information pertaining to training and practice experience upon which the College will determine the applicant's eligibility for registration as a family practice physician or practice in a specialty area.

Access to Records

If you wish to access your records, please contact:

The College of Physicians & Surgeons of Manitoba (CPSM)

registration@cpsm.mb.ca

Phone: 204.774.4344

Fees (2016/2017)

Examinations

MCC Evaluating Examination (MCCEE)	\$1737
MCC Qualifying Examination Part I (MCCQE I)	\$1005
MCC Qualifying Examination Part II (MCCQE II)	\$2409
National Assessment Collaboration Objective Structured Clinical Examination (NAC OSCE)	\$2309
Certification Examination in Family Medicine	\$2845

LEARN MORE > www.cpsm.mb.ca
<http://mcc.ca/examinations/>

English Language Proficiency Tests

Test of English as a Foreign Language (TOEFL-iBT)	\$245 <i>(Winnipeg)</i>
International English Language Testing System (IELTSTM Academic Module)	\$309 <i>(Winnipeg)</i>

LEARN MORE > <http://www.ets.org/bin/getprogram.cgi?test=toefl>
<http://www.ieltscanada.ca/testfee.jsp>

Criminal Record Check

Criminal Record Check (CRC) with Vulnerable Sector Search (VSS)	\$50
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LEARN MORE > <http://www.winnipeg.ca/police/>
<http://www.rcmp-grc.gc.ca/index.htm>

Physiciansapply.ca

Account Fee	\$278
Physiciansapply.ca (per document)	\$157
Translation per page	\$135

LEARN MORE > <http://physiciansapply.ca/>

Liability Insurance

Canadian Medical Protective Association Membership	Varies
Insurance	Varies

LEARN MORE > <https://oplfrpd5.cmpa-acpm.ca/fees-and-payment>

College of Physicians & Surgeons of Manitoba (CPSM)

See www.cpsm.mb.ca for current fees.

IMPORTANT

Fees are subject to change without notice. The CPSM Authorization for Payment Form is available at www.cpsm.mb.ca

Conditional Registration	
Annual Licence (valid to 31 October 2017)	\$1780
Monthly Licence (per calendar month or portion)	\$300
National Application Review of Qualifications (effective November 2016)	\$210
Documentation (less any fee paid for Review of Qualifications)	\$600
Registration	\$300
Audit	\$300
Interactive Audit	Varies
Repeat Audit	\$300
Educational Registration	
Annual Licence (valid to 30 June)	\$75
Documentation	\$330
Registration (This fee will later be applied toward your Conditional or Full Registration)	\$50
Full Registration	
Annual Licence (valid to 31 October 2017)	\$1780
Monthly Licence (per calendar month or portion)	\$300
Documentation	\$210
Registration	\$300

CaRMS

Program application fee	\$30
Fee for verification of credentials	\$110
Administrative fee (optional for other services)	\$55
Applicant Registration	
R-1 Main Residency Match (Application to 4 Programs)	\$328
Translation Fees	
Letter of reference	\$128.75
Medical School Performance Record (MSPR)	\$309.25
Transcript	\$257.50

LEARN MORE > <http://www.carms.ca/en/match-process/your-application/fees/>

Frequently Asked Questions

1. If I submit documents to the College of Physicians & Surgeons of Manitoba (CPSM) before I submit my application will the CPSM store the documents?

CPSM will store documents submitted before a file is opened for 2 years from the date the documents are received. After that, the documents will be destroyed.

2. I have a Certificate of Good Standing/Professional Conduct from my Licensing Authority. Will it be accepted by the CPSM?

CPSM will only accept Certificates of Good Standing/Professional Conduct sent directly from the Licensing Authority. Certificates of Good Standing/Professional Conduct are valid for 1 year from the date of issue or as stipulated on the certificate.

3. What documents must be source verified by physiciansapply.ca?

The following documents must be source verified by physiciansapply.ca:

- Medical school diploma
- Medical school transcript
- Internship completed outside Canada or United States
- Postgraduate Training completed outside Canada or United States
- Certifications and additional qualifications
- Registration/Licensure in any non-Canadian jurisdiction (past and present)

4. My Criminal Record Check does not contain a Vulnerable Sector Search (VSS). Without the VSS, can I apply to become conditionally registered with the College of Physicians & Surgeons of Manitoba (CPSM)?

Yes. However, you must contact the Winnipeg Police Service at www.winnipeg.ca/police/pr/info_request.stm or your local RCMP detachment to obtain the VSS and submit the document to CPSM within 30 days of your date of registration.

5. My Certificates of Good Standing/Professional Conduct are late. Without them, can I apply to become conditionally registered with the College of Physicians & Surgeons of Manitoba (CPSM)?

Yes. CPSM is aware that delays can occur in receiving Certificates of Good Standing/Professional Conduct. Depending on the reason for the delay, CPSM may be prepared to send you an Undertaking to be signed and returned to CPSM while awaiting the documents. Contact CPSM for details. If CPSM issues your registration prior to receiving your Certificates of Good Standing/Professional Conduct, you must produce them within 30 days of your date of registration.

6. What if I can't provide other required documents?

Provide a written explanation stating the reason(s) why you can't provide the document(s) to CPSM. CPSM will review each case on an individual basis.

7. How do I obtain a Minister's Certificate?

If you successfully complete IMGACL or MLPIMG, upon receipt of your application for Conditional Registration, the College of Physicians & Surgeons of Manitoba (CPSM) will take the following steps to obtain your Minister's Certificate:

- CPSM will send a Minister's Certificate to the MB Healthcare Providers Network
- The MB Healthcare Providers Network will add your work location and start date to the certificate (as outlined in your Return of Service Agreement) and forward it to the Minister of Health for signature

- Once signed by the Minister of Health, the MB Healthcare Providers Network will send the Minister's Certificate back to CPSM
- Upon receipt of the Minister's Certificate, CPSM will issue you Conditional Registration and notify you

8. How long can I hold a Conditional Registration in Manitoba?

If you are an IMGACL or MLPIMG participant, you must obtain the Licentiate of the Medical Council of Canada (LMCC) within 5 years from the date CPSM first issued your Conditional Registration and you must obtain certification from the College of Family Physicians of Canada (CFPC) within 7 years from the date your Conditional Registration was first issued.

IMPORTANT

If you are conditionally registered by CPSM and you cease practice in Manitoba, CPSM will cancel your Conditional Registration.

9. I don't meet the postgraduate clinical training requirements for Conditional Registration and haven't been accepted for MLPIMG. What are my options?

- a) You can apply to the Canadian Resident Matching Service (CaRMS) for a residency training program.
- b) You can review CPSM's requirements for registration as a clinical assistant. International medical graduates are eligible to apply. A specific job description, job site description, and contract of supervision are required before registration on the Clinical Assistant Register can be issued.

LEARN MORE >

<https://www.carms.ca/>

www.cpsm.mb.ca/registration/categories-of-registration/clinical-assistants

Information on job opportunities is available on the Government of Manitoba website:

www.healthcareersmanitoba.ca

Applicants must undergo an assessment by the Division of Continuing Professional Development, University of Manitoba regarding the clinical skills required in the job description/site description: <http://umanitoba.ca/faculties/medicine/education/cpd/assessment/caa.html>

Useful Links

Immigration

MB Healthcare Providers Network

Information on working in Manitoba as a physician:

<http://healthcareersmanitoba.ca/>

Entry Program

Settlement orientation for newcomers to Winnipeg including help with employment and education, places to go, laws, health, and language:

<http://entryprogram.ca>

Manitoba Start

Information and referrals to orientation and language services, including information about registering for employment programs:

<http://manitobastart.com/>

Citizenship and Immigration Canada (CIC)

Information and services about living and working in Canada including applying to work in Canada or immigrate:

<http://www.cic.gc.ca/english/index-can.asp>

Canadian Immigrant Integration Program (CIIP)

Pre-departure (before arrival in Canada) orientation to life and employment in Canada for prospective immigrants during the final stages of the immigration process:

<http://www.cic.gc.ca/english/department/partner/bpss/ciip.asp>

English Language

Winnipeg English Language Assessment and Referral Centre (WELARC)

Language assessment and referral to free English as an Additional language (EAL) classes:

<http://www.welarc.net/>

Red River Community College

Canadian Communication for Physicians Trained Abroad program that strengthens the English language communication skills of International Medical Graduates (IMGs):

<http://me.rrc.mb.ca/Catalogue/ProgramInfo.aspx?RegionCode=WPG&ProgCode=CANCF-CT>

Test of English as a Foreign Language (TOEFL)

Tests that demonstrate English language proficiency:

www.toefl.com

www.toeflgoanywhere.org

International English Language Testing System (IELTS)

Tests that demonstrates English language proficiency:

www.ieltscanada.ca/

www.ielets.org

Registration Process

College of Physicians and Surgeons of Manitoba (CPSM)

Steps toward Conditional and Full Registration:

<http://cpsm.mb.ca>

University of Manitoba International Graduate Medical Program

International Medical Graduates Assessment for Conditional Licensure (IMGACL) and Medical Licensure Program for International Medical Graduates (MLPIMG):

<http://umanitoba.ca/faculties/medicine/education/imgp/>

Canadian Resident Match Service (CaRMS)

A step toward residency training to fulfill the requirements of Full Registration with CPSM:

www.carms.ca

physiciansapply.ca

Source verification for medical documents:

<http://physiciansapply.ca/>

Medical Council of Canada

Medical Council of Canada Evaluating Examination (MCCEE), the MCCE Qualifying Examination Part I (MCCQEI), the MCCE Qualifying Examination Part II (MCCQEII), and the National Assessment Collaboration Objective Structured Clinical Evaluation (NAC OSCE), and the Licentiate of the Medical Council of Canada (LMCC):

<http://mcc.ca/home/>

College of Family Physicians of Canada

Certification in Family Medicine:

<http://www.cfpc.ca/Home/>

Criminal Record Check with a Vulnerable Sector Search

Royal Canadian Mounted Police: <http://www.rcmp-grc.gc.ca/index.htm>

Winnipeg Police Service: <http://www.winnipeg.ca/police/>

Medical Identification Number for Canada

Identification number for physicians in Canada:

<http://www.minc-nimc.ca/en/index.html>

Foundation for Advancement of International Medical Education and Research (FAIMER)

The International Medical Education Directory (IMED), which lists recognized medical schools:

<http://www.faimer.org/>

World Health Organization (WHO)

Publishes the World Directory of Medical Schools: <http://www.who.int/hrh/wdms/en/>

Canadian Medical Protective Association (CMPA)

Insurance coverage for physicians and legal advice regarding medical matters:

<https://oplfprd5.cmpa-acpm.ca/home>

Glossary of Acronyms

ABMS-FM	American Board of Medical Specialties, Family Medicine
CAPE	Clinicians Assessment and Professional Enhancement
CaRMS	Canadian Resident Matching Service
CBC	Canadian Broadcasting Corporation
CFPC	College of Family Physicians of Canada
CIC	Citizenship and Immigration Canada
CIIP	Canadian Immigrant Integration Program
CLBPT	Canadian Language Benchmarks Placement Test
CMPA	Canadian Medical Protective Association
CPSM	College of Physicians & Surgeons of Manitoba
CRC	Criminal Record Check
CV	Curriculum Vitae
EAL	English as an Additional language
FAIMER	Foundation for Advancement of International Medical Education and Research
IELTS	International English Language Testing System
IMG	International Medical Graduate
IMGACL	International Medical Graduates Assessment for Conditional Licensure
IMGMCE	International Medical Graduate Mentorship and Clinical Enhancement
LMCC	Licentiate from the Medical Council of Canada
MCC	Medical Council of Canada
MCCEE	Medical Council of Canada Evaluating Examination
MCCQE I	MCC Qualifying Examination Part I
MCCQE II	MCC Qualifying Examination Part II
MINC	Medical Identification Number for Canada
MLPIMG	Medical Licensure Program for International Medical Graduates
MMI	Multiple Mini Interview
MPNP	Manitoba Provincial Nominee Program
MSPR	Medical School Performance Record
NAC OSCE	National Assessment Collaboration Objective Structured Clinical Examination
RCMP	Royal Canadian Mounted Police
RHA	Regional Health Authority
TOEFL	Test of English as a Foreign Language
U of M	University of Manitoba
VSS	Vulnerable Sector Search
WELARC	Winnipeg English Language Assessment and Referral Centre
WHO	World Health Organization