



COUNCIL POLICY

Certificates of Practice

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1. Overview of registration and certificates of practice

All registrants of CPSM are issued a certificate of registration that indicates their class of registration. Depending on their registration class, and subject to the requirements of the *CPSM General Regulation*, registrants may then also be issued a certificate of practice.

Certificates of practice are essentially a license to practice. Only those registered with CPSM who hold a valid certificate of practice are authorized to practice medicine in Manitoba.^{1, 2} Registrants in a non-practicing class are not issued a certificate of practice (e.g., retired registrants), and are not authorized to practice medicine.³

Registrants who hold a valid certificate of practice are permitted to perform the reserved acts listed at section 4 of the RHPA (e.g., diagnosing illness, prescribing, etc.), as long as they are safe and competent to perform them, and the reserved act or acts fall within the registrant's authorized scope of professional practice.⁴

2. Eligibility requirements

To be eligible for a certificate of practice, applicants must hold a certificate of registration with CPSM and must satisfy the following requirements from the *CPSM General Regulation*:⁵

- the Common Requirements at ss. 4.4(1)⁶,
- the Non-Exemptible Requirements at ss. 4.4(2),
- must be legally entitled to work or study, as the case may be, in Canada (s. 4.13), and
- for physician or clinical assistant applicants, the Additional Requirements at s. 4.5.

When applying for a certificate of practice, including for a renewal, in addition to complying with the requirements set out in s. 4.4 and 4.7 of the *CPSM General Regulation*, the Registrar requires a registrant to provide evidence satisfactory to the Registrar that the registrant has professional liability coverage and will maintain such coverage while holding a certificate of practice in accordance with s 4.12 of the *CPSM General Regulation*.

¹ Section 54 of the RHPA and subsection 4.2(1) of the *CPSM General Regulation*.

² Practicing registrants of CPSM who hold a valid certificate of practice can incorporate their medicine practice and practice through the medical corporation. To do so, they must obtain a medical corporation permit in addition to their certificate of practice.

³ Subsection 4.3(2) of the *CPSM General Regulation* states that, "A certificate of practice may not be issued to a member who is registered in a non-practising or retired class."

⁴ Manitoba is a defined scope of practice jurisdiction. For further information, see CPSM's Practice Direction for Professional Practice and Inactivity.

⁵ Subsection 4.4(1) of the *CPSM General Regulation* at point 4.

⁶ For Regulated Registrants, this includes meeting the requirements at s. 40 of the RHPA. For Regulated Associate Registrants, this includes meeting the requirements at s. 41 of the RHPA.

In most cases, certificates of registration and certificates of practice are issued simultaneously at the time of initial registration. Certificates of practice are issued for a prescribed period, after which they expire and must be renewed if the registrant wishes to continue in practice.

Note that CPSM's registration requirements are subject to CPSM's obligations under *The Labour Mobility Act*.

3. Certificates of practice and authorized scope of practice

Registrants who are issued a certificate of registration and a certificate of practice are permitted to practice medicine, but only as authorized by these certificates. A certificate of registration or a certificate of practice may be issued with terms and conditions or may have terms and conditions imposed after issuance.⁷ Subsection 5(1) of the *Practice of Medicine Regulation* states:

Subject to the [RHPA] and the regulations and any conditions on the member's certificate of registration or certificate of practice, [they] may engage in the practice of medicine. But in doing so, the member may not act beyond the scope of practice of medicine.

For further information, CPSM's Practice Direction for Professional Practice and Inactivity explains the scope of practice of medicine and sets out requirements for registrants regarding the need to recognize the limits of their skills and knowledge, and steps that need to be taken when expanding their professional practice to enter areas of inactivity (e.g., new areas of practice). The Practice Direction also includes special requirements for family physicians to include obstetrics or anaesthesia in their professional practice.

4. Content requirements for certificates of practice

Content requirements for certificates of practice are described at subsections 40(3) and 41(3) of the RHPA and include:

- the name of the registrant,
- class of registration,
- any conditions imposed on the registrant's practice,
- date of issue,
- a statement that the certificate of practice is issued pursuant to the RHPA, and
- the expiry date of the certificate.

5. Categories of certificates of practices issued by CPSM

- 5.1. CPSM will only issue a certificate of practice on a prescribed annual or monthly basis, unless the registration class otherwise indicates a defined period (e.g., the restricted purpose class).

⁷ Subsection 40(2) of the RHPA and subsection 4.2(1) of the *CPSM General Regulation*.

- 5.1.1. In all cases, monthly certificates are issued on a monthly calendar basis (e.g., January 1 to January 31). Consecutive months may be combined.
- 5.1.2. The certificate of practice year for full, provisional, and assessment registrants is November 1 to October 31. For Educational it is July 1 to June 30.
- 5.1.3. Defined periods are set by the Registrar.
- 5.2. Applicable fees for certificates of practice are established in CPSM's Fee Bylaw.
- 5.3. The following tables indicate the available options for certificates of practice, depending upon class of registration.

Regulated Registrants

Certificate of Registration		Certificate of Practice options.		
Register	Class			
Regulated Registrants	Full	Practicing	Annual or monthly	
		Non-Practicing	Nil	
	Provisional	Academic s. 181 faculty	Annual or monthly	
		Academic Visiting professor	Defined period.	
		Academic Post-certification trainee	Annual or monthly	
		Specialty practice-limited	Annual or monthly	
		Family practice-limited	Annual or monthly	
		MPAP	Annual or monthly	
		Restricted purpose	Defined period.	
		Public health officer	Annual or monthly	
		Temporary locum	Annual or monthly	
		Transitional	Annual or monthly	
		Non-practicing	Nil	
		Retired (Physician)		Nil

Regulated Associate Registrants

Certificate of Registration		Certificate of Practice categories that may be issued by class.	
Register	Class		
Regulated Associate Registrants	Assessment Candidate	Specialty Practice	Annual or monthly.
		Family Practice	Annual or monthly.
		Re-entry to Practice	Annual or monthly.
	Educational	Medical Student	Annual.
		Physician Assistant Student	Annual.
		Resident	Annual.
		Resident-limited	Annual or reduced (8 months or less).
		External or visiting student	Per 6-month period.
		Non-practicing	Nil.
		Physician Assistant	Full
	Restricted purpose		Defined period.
	Academic- s. 181 faculty		Annual.
	Non-practicing		Nil
	Clinical Assistant	Full	Annual or monthly
		Non-practicing	Nil
	Retired	Physician assistant	Nil
		Clinical Assistant	Nil

6. Resident physicians

- 6.1. A resident who meets the qualifications for registration in the full (practicing) class of registration and who wishes to practice medicine outside of their approved residency program must apply for registration in the full (practicing) class and obtain an annual or monthly certificate of practice.

- 6.2. A resident physician who does not meet the qualifications for registration in the full (practicing) class and who wishes to practice medicine outside of their approved residency program may apply for registration in the resident-limited class for this purpose.
- 6.3. A registrant in the full (practicing) class who enters a residency program may apply to convert to the educational class and for a resident annual certificate of practice, if they are not planning to practice medicine outside of their approved residency program.

7. Expiry and cancellation of certificate of practice

Section 4.6 of the *CPSM General Regulation* deals with the expiry of certificates of practice:

4.6(1) Subject to subsection 46(3) of the [RHPA], a certificate of practice is valid from the date it is issued or renewed until the expiry date specified on the certificate.

4.6(2) Despite subsection (1), a member's certificate of practice is no longer valid if

- (a) the member ceases to be registered in a class whose members are eligible for a certificate of practice;*
- (b) the member's certificate of registration is cancelled or surrendered;*
- (c) the member's certificate of practice is surrendered; or*
- (d) the member ceases to be covered by the professional liability insurance or coverage required by subsection 4.12(1).*

Per section 4.9 of the *CPSM General Regulation*, a registrant's certificate of practice is cancelled when the registrant's registration is cancelled under the applicable provision in Part 3, Division 4 (Cancellation), of the *CPSM General Regulation*.

8. Renewal requirements

Section 4.7 of the *CPSM General Regulation* addresses renewal requirements:

4.7(1) To renew a certificate of practice, a member must
(a) submit to the registrar items 1, 2 and 4 to 7 of subsection 4.4(1) and any other information required by the registrar; and
(b) meet the continuing competency requirements under Part 10.

4.7(2) If an applicant fails to meet the continuing competency requirements, the registrar may

- (a) renew the applicant's certificate of practice subject to any conditions that the standards committee or the registrar considers necessary or advisable; and*
- (b) require the applicant to successfully complete any examinations, tests, assessment, training or education that the registrar considers necessary to establish that the member is competent to engage in his or her professional practice.*

9. Renewal of monthly certificate of practice

- 9.1. A Regulated Registrant renewing a monthly certificate of practice must pay the fee and inform CPSM of any changes in their information since the last renewal. All Regulated Registrants must meet annual renewal disclosure requirements.
- 9.2. Upon request, CPSM may issue monthly certificates of practice for consecutive months within the same certificate year. If a registrant with one or more full monthly certificates applies for an annual certificate within the same year, the fees paid for the monthly certificates will **NOT** be credited towards the annual fee.
- 9.3. Registrants choosing monthly or defined (short-term) practice certificates must ensure they renew and pay the fee before expiry, as **NO** renewal reminders will be issued. The registrant is responsible for maintaining a valid certificate of practice when practicing medicine in Manitoba.

10. Administrative Tasks, Research, and Teaching

Depending upon the circumstances, administrative work, research, and teaching activities may require a certificate of practice.

- Administrative tasks, including paperwork, may be clinical or non-clinical. Clinical activities are those which involve participating directly or indirectly in actual patient care. Administrative medicine often requires a certificate of practice.
- Clinical administrative work requires a valid certificate of practice. This includes important components of continuity of care such as documentation of care, preparing referrals, monitoring laboratory reports, diagnostic reports, and consultant reports, and oversight of prescribing. Monitoring reports may require follow-up directly with the patient to make sure they are aware and can seek care.
- Non-clinical administrative work includes billing, maintenance of patient records, monitoring phone, mail, email and other communications, and other day-to-day administrative and clerical tasks that are part of operating a medical practice. It can also include organizing coverage and alternate care arrangements. When this work relates to

the registrant's professional practice, numerous regulatory, ethical, and professional requirements apply, for example, managing conflicts, advertising requirements, and CPSM notice and reporting requirements. However, non-clinical administrative work can generally be done by a non-practicing registrant who does not hold a valid certificate of practice.

- Other non-clinical medical administrative work requiring a valid certificate of practice includes responsibilities for ensuring that a practice environment or setting is safe, appropriate, and sanitary respecting medical care delivered in the practice setting. In group settings, carrying out the responsibilities of the Medical Director, who must be a duly qualified medical practitioner in good standing, would be considered active practice necessitating a valid certificate of practice. This category would also include the practice of independent medical examiners, the Medical Director of a facility, public health physicians not directly involved in patient care, medical administrative aspects of the professional practice of the Dean of the Manitoba Faculty, and other similar practice areas.
- Clinical teaching and research that involves patient care requires a valid certificate of practice.