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### DOCUMENTATION CHECKLIST FOR REGULATED ASSOCIATE MEMBER CLINICAL ASSISTANT CLASS - FULL

**NOTE:** *That this list cannot cover all situations and you may be required to provide further documentation in order to be registered. Some items listed below may not be applicable in your particular situation. The terms of the legislation governing the registration requirements prevail.*

#### Check off enclosed items:

- Completed application form. Ensure that you answer **ALL** questions and provide the names and email or postal addresses of three referees.
- Complete outline of activities - do not leave any gaps in dates – **do not attach your CV**
- Copy of diploma ([Physiciansapply.ca](http://Physiciansapply.ca) verified)
- Medical Council of Canada examination(s) and/or National Assessment Collaboration Examination (NAC OSCE) results ([Physiciansapply.ca](http://Physiciansapply.ca) verified)
- Recent photograph
- Non-refundable documentation fee \$330
- [Criminal record check including a vulnerable sector search](#)
- [Adult and child abuse registry check](#) (if applicable)
- Child & Adult Abuse Registry Check undertaking (if applicable)
- Physiciansapply.ca undertaking
- MINC Consent Form
- Evidence of identity (Canadian passport, permanent resident status, Canadian citizenship) ([Physiciansapply.ca](http://Physiciansapply.ca) verified)
- Evidence of satisfactory [English Language Proficiency](#)

Should you be offered employment, the following items must be submitted before registration can be granted. **Please advise CPSM if you have been offered employment so that you may be sent the following documents:**

- \$300 Certificate of Registration fee
- \$400 Certificate of Practice fee
- Practice Description approved by the Registrar
- Contract of Supervision from your employer
- Evidence of professional liability insurance
- Physician Profile

**PLEASE CONTACT CPSM DIRECTLY IF YOU REQUIRE CLARIFICATION ON ANY OF THE ITEMS OR IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS**