

## REQUIREMENTS FOR EDUCATIONAL REGISTER

### I. INTRODUCTION

The following information is designed to assist interested persons in understanding the requirements for registration and licensure to practise medicine in the province of Manitoba. This information cannot cover all circumstances and a definite answer with respect to registrability can only be given upon the completion of a formal application with supporting documents and the required documentation fee.

Prequalification clinical students must be enrolled on the Educational Register. This includes medical students enrolled in the University of Manitoba, prequalification medical graduates (residents) who do not yet qualify for registration, physician assistant students and external students.

In any disagreement between this information and the wording of The Medical Act of Manitoba and Regulations thereunder, or any other legislation governing these matters, the terms of the legislation will prevail.

II. DOCUMENTATION AND FEES REQUIRED: ALL DOCUMENTS MUST BE ORIGINALS OR ORIGINAL NOTARIZED COPIES AND MUST ACCOMPANY THE APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE DOCUMENTATION IS COMPLETE.

1. Medical Graduates who do not qualify for full registration.
  - (a) Application form, completed.
  - (b) Graduation diploma, original or certified copy with translation in English, if applicable). Also see Item re PCRC Verification.
  - (c) Medical Council of Canada Evaluating Examination certificate, FLEX with a weighted average of 75 or better, or USMLE 1 and 2, original or certified copy (excluding Canadian graduates).
  - (d) If applicable, evidence of satisfactory completion of postgraduate training completed in an approved university teaching program (original or notarized copy).
  - (e) Evidence of identity (birth certificate, passport/visa, permanent resident status, Canadian citizenship).
  - (f) Letter from University of Manitoba, Medical Education, confirming an appointment in an approved training program.
  - (g) Non-refundable documentation fee \$175 (for graduates of non-Canadian medical schools)
  - (h) Registration fee \$50
  - (i) Enrollment fee \$25 (per licence fee year)
2. Medical Students/External Students
  - (a) Application form, completed. (Note - the application form is sent directly to the applicant by the University of Manitoba, Medical Education Office.)
  - (b) Evidence of identity (birth certificate, passport/visa, permanent resident status, Canadian citizenship).
  - (c) Letter from University of Manitoba, Medical Education, confirming an appointment as a medical student or external student.
  - (d) Registration fee \$50
  - (e) Enrollment fee  
Medical Student: \$25 (per licence fee year)  
External Student: \$25 per 6 month period

A person registered on the Educational Register as a prequalification medical student/graduate, or external student is entitled to practise medicine in an approved training program but only under the supervision of the medical staff of that program.

3. Prequalification Physician Assistant Student.
  - (a) Application form, completed. (Note - the application form is sent directly to the physician assistant student by the College of Physicians & Surgeons of Manitoba.)
  - (b) Evidence of identity (birth certificate, passport/visa, permanent resident status, Canadian citizenship).
  - (c) Letter from University of Manitoba, Medical Education, confirming an appointment as a prequalification physician assistant student.
  - (d) Registration fee \$50
  - (e) Enrollment fee \$25 (per licence fee year)

A person registered on the Educational Register as a prequalification physician assistant student is entitled to practise in an approved training program but only under the supervision of the medical staff of that program.

- III. In addition to meeting the other requirements, a person seeking registration
  - (a) who has been registered in another jurisdiction(s) must provide a certificate of standing *of recent date* in that jurisdiction(s) (see Notice to Applicants). Do not return the certificate with your application. Evidence of standing must be sent directly to the College offices from the respective organization.
  - (b) if a graduate of a medical school, must provide a Medical Identification Number for Canada (MINC) number. If you do not have a MINC number one will be assigned to you prior to registration.
  - (c) must provide a criminal record check satisfactory to the College. You may attend at a local RCMP detachment or your local law enforcement agency. **You must ensure that the Check contains a Vulnerable Sector Search (VSS).** Once the check has been completed, you must send the original (photocopy or fax not acceptable) to the College offices. If your local law enforcement agency is unable to provide a VSS, you may download an application for a Criminal Record Check which includes a VSS from the Winnipeg Police website. Please follow the directions as indicated on the website. ([www.winnipeg.ca/police/BPR/info\\_request.stm#crim\\_record\\_search](http://www.winnipeg.ca/police/BPR/info_request.stm#crim_record_search))

Before registration is issued, the applicant may be required to appear for a personal interview. *Registration and licence fees and a recent passport-type photograph and evidence of identity are due prior to registration being issued.*

VII. PHYSICIAN CREDENTIALS REGISTRY OF CANADA (PCRC) VERIFICATION. Physicians who are seeking registration in Manitoba and who completed their medical education outside Canada and the United States must submit copies of certain medical credential and identity documents to PCRC, a division of the Medical Council of Canada. PCRC will obtain primary source verification of the authenticity of the credential documents from the entity that issued them. The College of Physicians & Surgeons of Manitoba requires applicants to submit copies of the following documents to PCRC for source verification:

- Medical school diploma
- Medical school transcript
- Medical licensure/registration certificates in other jurisdictions
- Postgraduate training certificates

Note: The College reserves the right to request additional documentation source verification after a review of the application.

You will need to register and submit a source verification request with PCRC at [www.pcrc.org](http://www.pcrc.org) (please refer to the PCRC Online User Guide for instructions). If you are already registered with PCRC, please ensure that you update the Document Sharing section to enable our College to view your profile (please refer to "Document Sharing" in the PCRC Online User Guide for instructions).

If you are a graduate of a medical school in Canada or the United States, PCRC verification is not required. However, you must submit the form Certification of Medical School of Graduation to the university of graduation.

## **WARNING NOTICES**

The College cannot be responsible for delays in registering persons who have not submitted their application and documents well in advance of arrival in Manitoba. The College cannot be responsible for delays due to incomplete documentation.

Applicants are cautioned that they must not engage in practice in this province until such time as registration and licensure are completed.

It is contrary to The Medical Act for any medical practitioner to employ an assistant who is not duly qualified and licensed.

No person shall serve as a Medical Student, Physician Assistant Student or Resident in the province unless he or she is enrolled according to his or her qualifications.

In completing an application, candidates must:

- (a) provide full mailing addresses of referees to avoid undue delays in processing the application.
- (b) advise referees that their name has been used, and that the application cannot be completed without responses. Therefore, prompt replies to our inquiries would be appreciated.

**To avoid delays in processing your application, please ensure the documentation is complete.**

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

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