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REQUIREMENTS FOR MEDICAL REGISTRATION

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.

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. REGISTRATION REQUIREMENTS

A. ACADEMIC REQUIREMENTS

To be eligible for registration a person must possess one of the following academic qualifications:

1. The Licentiate of the Medical Council of Canada.
2. A specialist certificate from the Royal College of Physicians and Surgeons of Canada.
3. Specialist certification obtained through an examination administered by the College des medecins du Quebec.
4. The degree in medicine from the University of Manitoba granted before 1 January 1994.

B. CLINICAL REQUIREMENTS

In addition to meeting the academic requirements described in Section A, an applicant for registration must have at least one of the following:

- (a) satisfactory completion of the certification requirements of the College of Family Physicians
- (b) Royal College certification
- (c) specialist certification or family medicine certification obtained through an examination administered by the College des medecins du Quebec
- (d) satisfactory completion of postgraduate clinical training:
 - (i) for those applying for registration in primary care (general practice), a two-year postgraduate clinical training program acceptable to the College. The program must be an approved university teaching program containing a core of eight weeks in general medicine, eight weeks in general surgery, eight weeks in obstetrics, and eight weeks in paediatrics.
 - (ii) for those applying for registration in a specialty field of practice, current certification from a member board of the American Board of Medical Specialties which would entitle the physician to obtain a licence limited to the specialty training field.

An "approved university teaching program" means a program of postgraduate training approved by the Federation of Medical Licensing Authorities of Canada Accreditation Committee, or the Royal College of Physicians and Surgeons of Canada, or the College of Family Physicians of Canada, or a program with a major university affiliation as listed in the American Medical Association Directory of Graduate Medical Education Programs or in the Directory of the Council of Teaching Hospitals.

- 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) 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) a criminal record check satisfactory to the College (A Criminal Record Check must be provided to the College of Physicians and Surgeons of Manitoba. 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.** Once the check has been completed, you **must** send the original to the College offices.)

IV. 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. Application form, completed.
2. Graduation diploma (with translation in English, if applicable). Also see Item V re PCRC Verification.
3. Documentation of **all approved** training experiences and medical qualifications listed in the application.
4. Evidence of identity (birth certificate, passport/visa, landed status, Canadian citizenship)
5. All applications must be accompanied by the **non-refundable documentation fee of \$175 in Canadian currency.**

Once a position has been obtained in Manitoba, and 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 commencing practice.

V. 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 (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.

VI. LICENSURE

Persons who are registered may be issued one of the following licences:

1. Full: A licence entitling the holder to practise independently in accordance with his experience will be issued on payment of the licence fee (Canadian currency, at par, Winnipeg).
2. Monthly Term: A licence for a calendar month or portion thereof may be issued at a reduced fee. This is primarily designed for those doing a locum tenens who will not be practising for more than five calendar months in the licence fee year (1 September to 31 August).

3. Residents in Training Programs: Medical graduates who meet the requirements for full registration may on request be issued a licence entitling practice only within the residency program. The application for this licence must be accompanied by a letter from the University of Manitoba, Postgraduate Medical Education, confirming the residency appointment. The fee for this licence is approximately 25 percent of the full licence fee. This licence may be extended to a full licence.

VII. PROFESSIONAL LIABILITY INSURANCE

All licensed physicians must be a member of the Canadian Medical Protective Association, or carry a policy of professional liability insurance of at least \$10,000,000.00 issued by a company licensed to carry on business in the province of Manitoba.

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.

VIII. EDUCATIONAL REGISTER

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.

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.

IX. SPECIALIST REGISTRATION

With rare exceptions, certification in a specialty by the Royal College of Physicians and Surgeons of Canada is required for enrollment on the Specialist Register and recognition as a specialist in Manitoba. The enrollment fee is \$200.

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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