

March 21, 2017



THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

Dr. NAME
ADDRESS
ADDRESS

Dear Dr. NAME:

I am pleased to provide you the application material for a Restricted certificate of registration which will allow Team Physicians to provide medical services during the 2017 Invictus Games Toronto.

The application deadline is May 18, 2017. Applications received by the College after this date cannot be processed in time for the September 2017 start date.

To apply for a Restricted certificate of registration, each physician must submit the following requirements:

1. **Application Form.** Your application form must be fully completed. An incomplete form will be returned. Ensure that your photograph is full face, of passport size and quality, and taken within six months of completing the form. **Please ensure that you read the instructions and answer each question carefully.** Note that for every "Yes" response, in sections (a)-(g) must be explained in writing and supported by the required background documents or third-party reports.

In section (h), you will be required to report on exposure-prone procedures and blood-borne pathogens. For assistance with these questions, we strongly recommend that you review the CPSO policy on Blood Borne Viruses and FAQs.

Any missed questions or incorrect responses will require correction and may delay your application. Any conflicting or false responses will require written explanation.

2. **Application Fee.**

A non-refundable application fee of \$330.00 must be submitted with your application. No assessment of your application will be made until the application fee is received. The application fee is **non-refundable** regardless of whether your application is incomplete, withdrawn or refused.

Payment must be made using *Visa, American Express, MasterCard*, money order or certified cheque (payable to the College of Physicians and Surgeons of Ontario). Please use the form provided by the College to authorize payment of fees by *Visa, American Express* or *MasterCard*.

Personal cheques are not accepted.

3. **Evidence of Standing.** Using the Confirmation of Standing form provided by the College, the physician is required to arrange for evidence of standing from the medical licensing authority in the jurisdiction where he/she is **currently** practising medicine to be sent **directly** to the College. A certificate of standing issued in a

form other than the College's "Confirmation of Standing" form is acceptable if it attests to the same information as requested in the College's form.

4. **Canadian Criminal Record Check.** A criminal record check using the Canadian Police Information Centre (CPIC) database is required.
5. **Evidence of Professional Liability Protection.** All applicants must have adequate professional liability protection prior to engaging in medical practice in Ontario. Applicants must provide evidence of appropriate coverage from their home country. The document should confirm the name of the insurance carrier, the expiry date of the policy, the maximum amount of coverage, and that the policy extends to their practice during the 2017 Invictus Games Toronto. If the document is not in English or French a translation must also be provided.
6. **Curriculum Vitae.** Specifying, in chronological order, all academic qualifications, training appointments, professional positions and medical licences held since graduation.
7. **Proof of Identity.** One of the following is required:
 - (i) Photocopy of a Canadian birth certificate, Canadian passport or Canadian citizenship card. Date of birth must be shown.
 - (ii) Photocopy of both sides of a Permanent Resident card issued by Citizenship and Immigration Canada.
 - (iii) Photocopy of valid ID document, i.e. current passport, which includes the pages containing the photograph, personal details, issuing country and passport expiry date.

Evidence of all official name changes must also be submitted, if applicable.

8. **Confirmation of Short Duration Appointment Form.** College form to be completed by the Chief Medical Officer, Invictus Games, confirming that the applicant has an appointment as a Team Physician. The form must also indicate the exact dates of the appointment for each physician.
9. **Supervisor's Undertaking Form.** College form to be completed by the Lead Medical Doctor who undertakes to supervise the applicant.

Please note that completion of both the Confirmation of Appointment and Supervisor's Undertaking forms is required for each candidate. Once completed, you may email scanned copies to the College to credentials@cpsy.on.ca. Your submission must be accompanied by a brief description of the appointment and the medical activities to be carried out by the Restricted certificate holder.

The Inquiries section will be able to assist you during the application process. You are welcome to contact us should any concerns arise from individual applications at (416) 967-2617.

Based on our experience, we offer the following pointers:

- Applicants must ensure to have the Evidence of Standing form completed by the correct licensing authority in the jurisdiction where they are currently practising. If you wish, we could provide your office with the names and addresses of these licensing authorities, if you first advise us where each of the applicants are presently practising.

- Completed applications must be forwarded to the College by mail or courier. Faxed or e-mailed applications are not acceptable. Applications not properly completed will be returned and this jeopardizes timely registration.
- Applicants' responses to some questions in the application form, often necessitate further inquiries by the College.
- The status of each application made to the College may be followed using the Online Application Status feature. Upon receipt of each application, following the completion of data entry process, each applicant receives a system generated email with log in instructions prompting him/her to set up their online account using the username/password combination provided therein. Should you wish to remain apprised on the status of each application, we recommend that you communicate with the physicians involved to obtain their individual account access information. The online updates are ongoing and a candidate is informed of any received, assessed and outstanding requirements via specific comments/notes posted on their account. The online application status check system does not raise flags or reminders, so it is important to remind the applicant it is his/her responsibility to review their application status regularly.
- Source documents, i.e. evidence of standing, must be sent directly to the College. Once received, should any documents not be issued in English or French, the applicant must arrange for an acceptable translation. The College accepts translations certified by a certified member of the Association of Translators and Interpreters of Ontario, www.atio.on.ca.

The College looks forward to receiving the applications. Please contact me at (416) 967-2617, extension 342, should you have any questions.

Sincerely,

Fiona Teape
Supervisor
Applications and Credentials Department