REGISTRATION PROCESS AND TIMELINES

CPSO

1 Submit Application

To submit an application, use the Portal to:

1. Access an application, by using the REGISTRATION tile. If you are a physician, you will also be required to complete a self-screening questionnaire.
2. Fill out the application form.
3. Pay the application fee.

Applications are valid for **1 year** from the date of submission.

2 Fees

1. **Application Fee:** Required to submit/process your application.*
2. **Expedited Fee (optional):** You may pay this fee to get your application assessed in less than **3 weeks**. Unavailable if you have past or present complaints/investigations, or if you require a Registration Committee review.*
3. **Membership Fee (annual):** After all application requirements are received and accepted, you will be asked to pay this fee within **90 days** to get your registration certificate.

Non-refundable

3 Upload Application Requirements

1. **Upload Documents:** Before CPSO staff assess your application, go to the schedule of requirements and upload your available documents, including your curriculum vitae.
2. **Source-verified Documents**: Please authorize sharing source-verified documents and examinations with physiciansapply.ca, if applicable.
3. **Request Third-Party Documents:**
   - **Email (preferred):** Have third-party documents sent to credentials@cpso.on.ca:
     a) from an official email address, and
     b) include the sender's name and title.
   - **Mail:** If sending by mail, ensure documents are in a sealed letterhead envelope from the source organization. Courier delivery is acceptable. Applicants pay for courier costs.
4. **Processing Time:** Allow **3 business days** for CPSO staff to upload received documents from third-party sources to the Portal.

Note: The schedule of requirements is not finalized and may change throughout the application process.

4 CPSO Staff Complete an Application Assessment (Within 3 Weeks)

Your application will be assessed by CPSO staff within approximately **3 weeks** of application submission. During the assessment:

- Requirements may be added or removed to your schedule of requirements.
- Uploaded requirements will be reviewed by CPSO staff.

Once the initial assessment is completed, you will receive an email prompting you to log into the Portal.

5 Check the Status of the Application Requirements

Following the assessment of your application, CPSO staff will update the status of your requirements within approximately **2 days** of upload.

Each requirement will have one of the following statuses listed:

Not Received: the requirement has not yet been received or processed by the College.

Received – Under Review: the requirement has been received but is under review. After the application is initially assessed, please allow 2 business days for review.

Accepted: the requirement has been accepted.

Rejected: the requirement is deemed deficient and will contain an explanatory note.

Regularly check the Portal for updates regarding any requirements not received or those that have been rejected. You may be asked to provide additional documents or explanations to support your application.

6 **Registration Committee Review**

CPSO will inform you via Portal message if your application requires Registration Committee review.

- Visit the College's website for details regarding the [Registration Committee](#) and the associated [Processing Times and Meeting Dates](#).

- All requirements marked with "Yes - Required for Registration Committee Review" must have the status of "Accepted" before your application can be scheduled for review by the Registration Committee.

- You will receive a decision letter after your application has been reviewed by the Registration Committee. If your application is approved, all other outstanding requirements must be received and accepted before your certificate of registration is issued.

7 **CPSO Staff Complete Quality Assurance Check**

Once CPSO accepts all requirements, CPSO staff complete a quality assurance check within **5 business days***.

*April–June is the peak registration period; assessment times, verification times, and review of requirements may take longer than the standard timelines indicated above.

8 **Pay Annual Membership Fee**

Once the quality assurance check is completed, you will receive notice to pay your annual membership fee, if applicable.

If payment is not received within **90 days**, your application will be automatically withdrawn, and you will be required to submit a new application, including another payment of the application fee.

9 **Certificate of Registration Activation**

Your certificate of registration will become active the same day your annual membership fee is paid unless you have a specific future start date (e.g., physicians who have a residency appointment with an Ontario medical school or a future specialty certification date), where your certificate will become effective on that future date.

10 **Confirm CPSO Registration and CPSO Number**

You will be notified via Portal message when your certificate is active. To access your registration details, including your CPSO number:

- Download a copy from the Portal (PROFILE Tile> Registration (left-hand side)>CURRENT REGISTRATION CERTIFICATE>), or

- Use the physician register or physician assistant register at www.CPSO.on.ca.

If your name does not appear or reflect an "Active" status, you have not completed registration yet, or your certificate has been issued but is not yet active. It will appear on the future date it is active (e.g., on your appointment start date).

Additional Information

Translations

If the College receives a requirement directly from a 3rd party source and it is not in English or French, you must download a copy from the schedule of requirements and arrange for an acceptable translation. All translations must be certified by either:

- A certified member of the Association of Translators and Interpreters of Ontario (https://atio.on.ca/) or a certified member of the equivalent Association in another Canadian province or territory.

- Directly from your medical school.

Optional Verification Services

CPSO does not rely on third parties to assess qualifications/credentials and does not use the application through physiciansapply.ca. However, if you choose to arrange for confirmation/verification of licensure and standing to be sent directly to CPSO by VeriDoc or share your profile information with CPSO, we accept certain requirements source verified through physiciansapply.ca and Federation Credentials Verification Service (FCVS):

Physiciansapply.ca:
- Degree/Internships/Specialty Qualifications
- Transcript
- Canadian Citizenship/Permanent Resident Card/Passport
- Evidence of Name Change
- MCC Examinations

Federation Credentials Verification Service (FCVS):
- Degree
- Transcript
- US Examination Results (FLEX/NBME/USMLE/COMLEX)
- American Board of Medical Specialties Certification/American Osteopathic Association Board Certification
- Certification by the National Commission on Certification of Physician Assistants
- Federation of State Medical Boards: Board Action Clearance Report

VeriDoc Licensure Verification System:
- Verification/confirmation of registration and standing from the participating US medical licensing boards

Confidentiality

CPSO fulfils its commitment to protecting the privacy and confidentiality of information by complying with its statutory obligations under the *Regulated Health Professions Act (RHPA), 1991*, the *Personal Health Information Protection Act, 2004* and by voluntarily adopting the practices set out in CPSO's Privacy Code. This Code applies to all information that CPSO collects, receives, creates, uses or discloses while performing its regulatory functions. Please visit our website to access CPSO's Privacy Code.

CPSO preserves secrecy with respect to all information it receives in connection with applications for registration, except in accordance with the provisions in s. 36 of the RHPA, which you can access from our website.

The College's registration and credentialing requirements are subject to change without notice.

Review the *Ensuring Competence: Changing Scope of Practice and/or Re-entering Practice* policy.

If you do not comply with this policy, you will be notified that your application will require review by the College's Registration Committee.

QUESTIONS?
Call 416-967-2617 / 1-800-268-7096 x617 (in Canada only) / Monday-Fri /8am-5pm EST or Send a Portal message