

Before you begin your paperwork for your elective experience at Dalhousie University for a potential position in a residency or fellowship program, please note the following:

1. If you are currently not in a post-graduate program, either a residency or fellowship, you will need to declare that you are not in training. This will be a **letter of declaration** to the College of Physicians and Surgeons of Nova Scotia. Instruction for this process will be outlined below. Again, please apply for a “Clinical Assessment License” as you are not in training.
2. Although language requirements are no longer required in your application for medical licensure, a **letter of attestation** must be requested and produced by your elective supervisor. Please contact the program assistant of your elective program for this letter as soon as possible.

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We are pleased to welcome you for an elective rotation at Dalhousie University. Our office has received approval from the program and therefore your next step is to attend to the Dalhousie University Elective registration details below. Please contact me if you require clarification on the information below or on any of the forms.

## 1. APPLY FOR A VISA FOR CANADA

### Temporary Resident Visa (TRV).

You will require a TRV which allows you to enter Canada. Please go to your local Canadian Embassy and apply for a Temporary Resident Visa. **If you require a letter of verification for your visa application, I can have one sent to you shortly. Please let me know.**

**\*\*\*\*As of 1 September 2011, you will not need to apply for a work permit as your elective is less than 4 months.**

**Please click here for information about Temporary Resident Visa:**

<http://www.cic.gc.ca/english/information/applications/visa.asp>

**Medical: As a physician working with patients you will be required to do a medical. Please read the following information here:**

<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

Do not use any other medical practitioner, make sure you only use those listed. Note it may take 3 months to process the medical so make the appointment now.

**This must be done, or you will be stopped at Border Services at the Halifax Airport and not allowed to officially “land”. You will be sent back to your Country of Origin.**

## **2. POSTGRADUATE TRAINING LICENCE FROM THE COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA (CPSNS)**

To practise medicine as a medical trainee in Nova Scotia you **MUST** hold a Postgraduate Training Licence with the College of Physicians and Surgeons of Nova Scotia (CPSNS).

### **2.1 Postgraduate Training Licence Application**

You must apply directly to the CPSNS for a Postgraduate Training Licence. **IT IS IMPORTANT THAT YOU START THIS PROCESS IMMEDIATELY. DO NOT DELAY AS SOME REQUIREMENTS WILL TAKE SEVERAL WEEKS TO ARRANGE.** Follow the required documentation list carefully as the CPSNS will not make any exceptions to the documentation required.

The application for a Postgraduate Training Licence can be found at:  
<https://cpsns.ns.ca/wp-content/uploads/2018/03/Postgraduate-Training-Licence-Application-Package-Elective-Training.pdf>

Completed applications are to be forwarded to:

College of Physicians and Surgeons of Nova Scotia  
Suite 5005 – 7071 Bayers Road  
Halifax, Nova Scotia  
Canada B3L 2C2  
Tel: 902 422 5823; Fax: 902 422 5035

Questions regarding the application package are to be directed to  
[registration@cpsns.ns.ca](mailto:registration@cpsns.ns.ca).

**Do not contact the PGME office for any CPSNS related questions regarding your medical license application. We are not legally permitted to discuss medical licensure issues.**

### **2.2 Translation of Documents not in English**

If your medical degree, transcript or any certificates are not in English, your documents must be translated into English and notarized. The CPSNS will only accept original translations, not copies. Candidates can

request a translation of their medical credentials through their physiciansapply.ca account. For information on translations services go to <http://mcc.ca/repository/translation-of-your-documents>.

### 2.3 Required Examinations

It is a requirement for all international medical graduates who apply for a Postgraduate Training Licence in residency and sub-specialties (this includes all PGY4, 5 and 6 Royal College accredited positions.) to have a pass in one of the following examinations:

- Medical Council of Canada Evaluating Examination (MCCEE); or
- Medical Council of Canada Qualifying Examination Part I (QE Part I); or
- United States Medical Licensing Examination (USMLE) Steps 1,2, and 3; or
- National Board of Medical Examiners (NBME); or
- Federation Licensing Examination (Flex); or
- Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

### 2.4 Certificates of Professional Conduct

If you are a Saudi citizen, Dalhousie PGME has been notified that the Saudi commission does not mail out hard copies of Certificate of Professional Conduct. Electronic certificates or verifications are not acceptable to the CPSNS. Therefore, it is mandatory that you go directly to the Saudi Commission and request an original sealed Certificate of Professional Conduct be sent directly to the CPSNS by FedEx. If the CPSNS has not received an original Certificate of Professional Conduct directly from the Saudi Commission you will not be granted a Postgraduate Training Licence and you will not be permitted to start your elective in Canada. The Certificate of Professional Conduct can only be sent by FedEx to CPSNS no more than 45 days before the start of your elective.

**Important Note: If you are doing an elective for a potential candidacy in a position and you are not currently in residency or fellowship, please notify Charles Hsuen and the CPSNS. You may need to state a declaration, in a signed letter, that you are not currently in a postgraduate medical education position. This is extremely important for us to smoothly expedite your paperwork in a timely**

manner. **If you have any questions, please let us know.**

## **2.5 Source verification of your documents**

The CPSNS requires physicians applying for licensure in Nova Scotia who obtained their medical degree and have postgraduate training outside of Canada to have certain documents source verified through **physiciansapply.ca**.

If you already have a physiciansapply.ca account submit any additional documents for source verification that you have not previously submitted. Ensure you update the document sharing section to enable CPSNS to view your file. This will allow both the CPSNS and you to monitor online the progress of document verification. **It is important that you share your documents and information with the CPSNS.**

If you do not yet have a physiciansapply.ca account, go to <https://portal.physiciansapply.ca/Account/CreateAccount>. There is a fee to create an account which is paid directly to physiciansapply.ca.

After you receive the login and password confirmation, fill in the following application: <https://portal.physiciansapply.ca/Account/InitialLogin>.

The CPSNS requires physicians to submit copies of the following documents to physiciansapply.ca for source verification:

- medical school diploma
- medical school transcript
- Completed postgraduate training document(s) (if applicable)
- Specialty certificate(s) (if applicable)

Information on how to submit your documents to physiciansapply.ca for source verification can be found at <http://mcc.ca/repository/submit-a-document>.

**Don't forget to initiate the sharing of your documents and information with CPSNS.**

As part of the application process for licensure in Nova Scotia applicants requiring source verification of documents are required to sign a declaration with the CPSNS for the purpose of enabling the CPSNS to issue a licence in advance of receipt of a report from the MCC Physician Credentials Repository, through physiciansapply.ca, confirming that a

physician's documents have been verified. The declaration is included in the application package for a Postgraduate Training Licence.

**Before the CPSNS will grant you a Postgraduate Training Licence, the CPSNS must be able to view through [physiciansapply.ca](http://physiciansapply.ca) the documents you have submitted for source verification.**

**DO NOT COMPLETE AN APPLICATION FOR A POSTGRADUATE TRAINING LICENCE THROUGH PHYSICIANSAPPLY.CA.**

**Important Note:**

If you are doing an elective for a potential candidacy in a position and you are not currently in residency or fellowship, please notify Charles Hsuen and the CPSNS. You may need to state a declaration, in a signed letter, that you are not currently in a postgraduate medical education position. This is extremely important for us to smoothly expedite your paperwork in a timely manner. If you have any questions, please let us know.

**3. MALPRACTICE INSURANCE**

**Obtain coverage with the Canadian Medical Protective Association (CMPA).** Here is the CPMA website: <http://www.cmpa-acpm.ca/>

**CMPA fees:** You are responsible for your CMPA fees.

If you need to ask questions you can contact me or **CMPA, Membership Services** via:

Tel: (613) 725-2000, Fax: (613) 725-2000),  
875 Carling Avenue, 9th Floor, Ottawa, ON K1S 5P1,  
Website: <http://www.cmpa-acpm.ca/>

**\*\*\*Please note: you must apply for CMPA coverage before you are allowed to start service. It is best to apply for it before you come to Canada. Even if you have an incomplete application, please send it in. When you receive the missing information, you can always call them for the details. To submit an incomplete application early is superior to submitting a complete application late. YOU ARE APPLYING FOR A CODE 12.**

**4. IMMUNIZATIONS**

All postgraduate medical Elective trainees are required to show proof of immunization for tetanus, diphtheria, polio, measles, mumps, rubella, mantoux

(TB), chicken pox and Hepatitis B (**sero conversion**). Immunization against influenza is recommended. **On the attached form** please have your university or doctor's office fill in and sign the form, **and provide us with all supporting immunization paperwork.**

## 5. HEALTH INSURANCE

As a visitor to Nova Scotia you are not eligible for health insurance with the province. If you become sick and require hospitalization the care and treatment is very expensive, therefore you should purchase travel health insurance. Please contact me regarding your health insurance.

6. On arrival to Halifax and prior to starting the elective you must register your elective with the Postgraduate Medical Education Office. You will be asked for evidence of the above Elective requirements, plus the following:

- Temporary Resident Visa (TRV)
- Passport
- Proof of CMPA
- Proof of immunization

7. **PHOTO:** Please email a head-shot photo in .jpg format to [Charlesh@dal.ca](mailto:Charlesh@dal.ca) with a copy to [visaimqdesk@dal.ca](mailto:visaimqdesk@dal.ca)

If there is anything I can help you with in the meantime please email me. Contact me at (902) 494-7038, fax: (902) 494-3644 or by e-mail [Charlesh@dal.ca](mailto:Charlesh@dal.ca)

Sincerely,



**Charles Hsuen**  
IMG Visa Programs Administrator