Postgraduate Trainee News

The latest edition of Postgraduate Trainee News features important information for physicians undergoing postgraduate medical education at Dalhousie University.

In this edition you will find information on the following:

- Changing your email address
- Renewing your Postgraduate Training Licence for the 2018-2019 academic year
- Leave of absence from training
- Certificates of Professional Conduct
- Postgraduate Practising Licences (Resident Moonlighting)
- Completion of training and applying for licensure

If you have any questions, please contact registration@cpsns.ns.ca

Update Your Email Address

Please make sure you keep the College informed of any changes in your email address. All correspondence from the College, including notification that it’s time to renew your Postgraduate Training licence, is sent to you by email. Send any changes in your email to registration@cpsns.ns.ca.

Need to Renew your Postgraduate Training Licence for the 2018 – 2019 Academic Year?

Online resident renewal opens on May 1 and closes on May 31. Completion of your licence renewal form and receipt of payment is required to continue your postgraduate training program at Dalhousie University for the 2018-2019 academic year. The renewal is fee is $200.00.

If you have not renewed your licence by May 22 you will be subject to a $50.00 late fee. If you have not renewed your licence by May 31 your licence will be suspended.

On a Leave of Absence from your Training?

If you are currently on a leave of absence from your training program and returning to training before October 1, 2018, you are required to renew your licence during the May renewal period.

If you are not returning to your training program until after September 30, 2018, you will need to contact the College at registration@cpsns.ns.ca prior to returning to training.

Need a Certificate of Professional Conduct?

If you are applying for a licence outside of Nova Scotia you’re going to need a Certificate of Professional Conduct (CPC). The College generally issues CPCs within five (5) business days. CPCs are sent directly to the licensing authority requesting the document.
Complete the College’s Consent for a Certificate of Professional Conduct. Forward it to us by regular mail, email or fax. If forwarded by fax or e-mail, payment must be made by Visa or MasterCard.

- If leaving the Dalhousie program and applying for a licence outside Nova Scotia, the fee for a CPC is $150.
- If the CPC is required for an elective, be sure to indicate that on your consent form and the fee will be waived.

Any inquiries can be directed to registration@cpsns.ns.ca.

Do you need a Postgraduate Practising Licence (Resident Moonlighting)?

If you held a Postgraduate Practising licence during the 2017 – 2018 academic year, it will expire on June 30. If you plan to provide locum coverage (moonlight) during the 2018 - 2019 academic year you must submit a completed application for a Postgraduate Practising licence.

Once your application is complete, please allow sufficient time for processing by the Registration Department. The Registration Department is unable to guarantee issue of a licence by a particular date.

You cannot begin moonlighting until you have received confirmation from the College that you have been granted a Postgraduate Practising licence.

DO NOT complete an application with physiciansapply.ca. Those applications are not intended for a Postgraduate Training license and will cost you additional fees that are not refundable.

Have you completed your training and intend on practising in Nova Scotia?

If you are nearing the end of your training program and intend to practise medicine in Nova Scotia, you will need to apply for a Full or Defined licence with us.

If you are considering licensure outside Nova Scotia, contact the appropriate provincial College of Physicians & Surgeons or licensing authority in other jurisdictions.

To obtain a Full Licence to practise in Nova Scotia you must have:

- passed Parts I and II of the Medical Council of Canada’s Qualifying Examination (LMCC); and
- satisfactorily completed your postgraduate training program (this includes completion of any projects); and
- certification with the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.

If you are not successful with the Medical Council of Canada Qualifying Examination – Part 2 (LMCC), the CFPC or Royal College certification exam, or you will not be sitting your certification exam until the fall or following spring, you may be eligible for a Defined licence.
What is a Defined licence?

A Defined licence:

a) Requires the sponsorship of a Nova Scotia Health Authority zone or the IWK Health Centre;
b) Requires supervision for the duration of the Defined licence;
c) Physicians granted a Defined Licence are responsible for the cost of supervision;
d) Is restricted to practising in a designated practice or community under a Supervisor; and
e) May be renewed yearly, with the continued support of a Sponsor and Supervisor, for a maximum of 60 months, during which time you must make all attempts to meet the requirements for a Full licence.

Please refer to the following documents for more information on supervision:

- New Supervision Requirements For Physicians Holding a Defined Licence - FAQs
- Defined Licence Supervision Overview

Applying for a Nova Scotia Licence

Login to your account at physiciansapply.ca and complete the application for medical registration for Nova Scotia. If you don’t have a physiciansapply account, you will need to create an account. There is a fee to set up an account that is payable directly to physiciansapply.

Once logged into your physiciansapply account, complete your application as follows:

1. Go to Applications for Medical Registration found in the Overview.
2. Select College of Physicians and Surgeons of Nova Scotia from the Province Section menu.
3. Complete all required information in the application.
   - You will need to know the date(s) of your certification examination with the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.
   - You must provide ALL training, licensing and practice history (if applicable) in the application. This includes your training and licensing in Nova Scotia, any electives that you did outside of Nova Scotia, any moonlighting, etc.
   - Failure to provide all required information could result in an application being rejected, denied or having to be resubmitted.
4. Submit your completed application and pay the $350.00 fee.
5. While in physiciansapply, make sure you “share” your documents with the College.
6. Your completed application will be made available to the College online.

The College will review your application and email you regarding the application process and the documentation you will need to submit. Obtaining some of the required documentation can be time consuming. It is recommended that you begin the application process as soon as possible.
The College provides a tracking service that will enable you to view the status of your application for licensure with the College. You will be provided with a username and password to access that service.

Once all required documentation is received, your application will be reviewed and a decision provided within days. The Registration Department is unable to guarantee that any applicant will be issued a licence by a particular date.

You cannot practise or bill for services until you have received official notification of licensure from the College.

Registration and Licensing Fees

The following fees are required for a Full or Defined Licence and are non-refundable:

- Review of Qualifications
- Documentation Fee
- Registration Fee
- Annual Licence Fee (renewable yearly)

Please refer to the College’s Fee Schedule for a list of the current fees.