

YOUR LICENCE RENEWAL CHECKLIST

1. Online renewal opens November 2nd you will be asked to sign in using:

- Your username (your email on file with the College)
- Your password (if you have forgotten your password, you will be prompted to reset it)

2. Certificate of Professional Conduct (CPC)

If you have practised outside the province in 2020 you must obtain a Certificate of Professional Conduct for each of the jurisdictions in which you practised. If this applies to you, these CPCs are required before your licence will be renewed. As it may take several weeks for other jurisdictions to provide a CPC, please make the request as soon as possible.

3. Insurance

You will be asked to provide your Canadian Medical Protective Association (CMPA) membership number.

4. Continuing Professional Development (CPD)

Generally, physicians must have met the minimum [annual requirements for Continuing Professional Development prior to renewal of licensure](#). Because of the pandemic, there is a one-year extension on meeting your minimum CPD requirements. However, you must still be enrolled with and meet the standards of the:

- CFPC [Maintenance of Proficiency Program \(Mainpro+®\)](#) ; or
- Royal College's [Maintenance of Certification Program \(MOC\)](#).

5. Payment

Please ensure you have your credit card available as online payment of your licence will be required. The fee for your 2021 medical licence is \$1,950.00.

6. Avoid Paying Late Fees

The *Medical Act and Regulations* direct that your medical licence and corporation permits are to be renewed annually.

- Licence renewals received after November 30th are subject to a late fee.
- Physicians may only practise within a corporation when holding a valid corporation permit. A late fee will be charged if your permit application is not completed by November 30th.