

Registration Documentation Expiry

Section:	Registration		
Applicable Legislation:	Sections 19, 28, 35, 36, 39, 40, 55 and 59 of the Medical Practitioners Regulations		
Approved by: Deputy Registrar	Approval Date: March 21, 2022	Reviewer: Deputy Registrar	Review Date: March 2025

PREAMBLE

The College of Physicians and Surgeons of Nova Scotia (the College) collects all necessary and relevant documentation when considering an applicant for registration on the Full, Education or Conditional Medical Register in Nova Scotia.

PURPOSE

This policy describes the length of time an application form and its related documentation remain valid for licensing applications with the College.

SCOPE

This policy applies to all applicants for registration with the College.

POLICY

Some of the required documents for a licensing application, including the licensing application itself, may expire throughout the application process.

1. Application Forms

Application forms are valid for six (6) months from the date of completion.

If a license has not been granted within six (6) months, the applicant will be required to provide updated information, such as activities or any new licenses since submitting the original application, in a manner acceptable to the Registrar.

The application fee¹ submitted with the original application will remain valid for one (1) year.

2. Review of Qualifications

A Review of Qualifications is valid for one (1) year.

3. Certificates of Professional Conduct

A Certificate of Professional Conduct (CPC) is valid for three (3) months from the date of issue and must be submitted to the College by the issuing licensing authority.

If the license has not been granted within three (3) months of the date of the CPC, the applicant may be required to make arrangements for an updated CPC for jurisdictions where their licence is still active.

CPCs presented by the applicant will not be accepted by the College.

4. Letters of eligibility with the College of Family Physicians of Canada (CFPC)

Letters of eligibility for certification via reciprocity provided by the CFPC (i.e. alternate route to certification by way of recognized training and certification outside of Canada²) are valid for one (1) year from the date on the letter issued by the CFPC.

5. Criminal Record Screening

A Criminal Record Screening is valid for six (6) months from the date of issue.

If the licence has not been granted within six (6) months of the date of the criminal record screening, the applicant must make arrangements to request updated criminal record screenings for any country/state they have resided in since the time of original screening.

6. Reference Forms

Reference forms from the applicant's current training program or employer are valid for three (3) months from the date of completion..

If the license has not been granted within three (3) months of the date of the references, the College will contact the referee to confirm the reference is still valid. If the College does not have contact information for the referee, the applicant must make arrangements for the referee to submit an updated reference form to the College.

All reference forms must be provided by the referee using the College's reference form. Any concerns identified by the referee must include a written explanation.

At the Registrar's discretion, a referee may be contacted for further information and at times, the information may be shared with the applicant.

7. Curriculum Vitae

An applicant's Curriculum Vitae (CV) is valid for six (6) months from the date of initial receipt.

RESOURCES

1. [College Fee Schedule](#)
2. [CFPC – Alternative Pathways to Certification in Family Medicine](#)