

## REGISTERING YOUR CREDENTIALS WITH THE MEDICAL COUNCIL OF CANADA (MCC) PHYSICIAN CREDENTIALS REPOSITORY

If you completed your undergraduate and/or postgraduate medical education outside Canada, you are required to register your credentials and supporting documents with [physiciansapply.ca](http://physiciansapply.ca) (formerly known as PCRC).

### Documents to submit for source verification

The CFPC requires that you submit **ONLY** those documents that are relevant to confirming your eligibility for the Certification Examination in Family Medicine. In order to avoid any unnecessary costs or delays, you should carefully read the following descriptions before submitting any documents to [physiciansapply.ca](http://physiciansapply.ca). These documents, once verified form a permanent record with the MCC Physician Credentials Repository.

You must ensure that you have shared your credentials with The College of Family Physicians of Canada (CFPC). This can be done by selecting “Document Sharing” once you have logged on to your [physiciansapply.ca](http://physiciansapply.ca) account.

- **Primary medical qualification** – If you obtained your undergraduate medical degree outside Canada, you must submit your medical school diploma for source verification.
- **Family practice medical training** – If you obtained your training outside Canada, you must submit for source verification. You need only submit the certificate that proves completion of the training program and not individual rotation.

All documents submitted to [physiciansapply.ca](http://physiciansapply.ca) for verification must reach the stage “verification returned – passed” no later than eight weeks prior to the examination date. Applications for candidates whose documentation has not been fully verified eight weeks prior to the examination date will be delayed to the next sitting of the examination. In the event that your application is delayed, the examination fees you have already paid may be transferred to the next exam date with no penalty.

**Please note:** This process can take several months so the College recommends that you commence this process as soon as possible. You should inform [physiciansapply.ca](http://physiciansapply.ca) when you submit your credentials that your application for source verification is in support of your application for the Certification Examination in Family Medicine.

### Monitoring verification status

The time it will take for documents to be “verification returned – passed” depends on the issuing institutions. As the status of verification evolves, [physiciansapply.ca](http://physiciansapply.ca) will update your profile. You will be able to monitor the progress by logging in to your online account. You should monitor the status of your documentation and follow-up with the relevant authorities to ensure timely verification.

### Documents deemed unable to be source verified

In the event that, after due process, some documents are deemed by [physiciansapply.ca](http://physiciansapply.ca) as unable to be source verified, an applicant may make an appeal to the Board of Examiners to have source verification waived for this document.

### How to register with [physiciansapply.ca](http://physiciansapply.ca)

1. Visit the [physiciansapply.ca](http://physiciansapply.ca) website
2. Carefully read the description of the Source Verification Process at <http://mcc.ca/repository/submit-a-document/> .
3. Please ensure that you have consented to share the applicable documents with the College of Family Physicians of Canada.

### MCC Support Desk

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