

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 (formerly known as PCRC). physiciansapply.ca is responsible for obtaining primary source verification of the authenticity of your medical credentials from the institution that issued these documents to you.

All documents submitted to physiciansapply.ca for verification must reach the stage “verification returned – pass” 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for candidates whose documentation has not been fully verified eight weeks prior to the examination date will be withdrawn from the examination. In the event that your application is withdrawn, the examination fees you have already paid will be refunded to your credit card used at the time of application.

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 when you submit your credentials that your application for source verification is in support of your application for the Certification Examination in Family Medicine.

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.

After you have submitted all of your documents, you must ensure that you have shared your credentials with CFPC. This can be done by selecting “Document Sharing” once you have logged on to your physiciansapply.ca account.

- **Medical school diploma** – If you obtained your undergraduate medical degree outside Canada, you must submit your medical school diploma for source verification.
- **Postgraduate training certificates** – If you obtained the required minimum 12 months of postgraduate training outside Canada, you must submit your postgraduate training certificates for source verification. You need only submit the certificate that proves completion of 12 months of postgraduate training. You do not need to submit certificates for each individual rotation. If you acquired minimum 12 months of postgraduate training in Canada, you do not need to submit certificates to PCRC for verification.

- **Medical licensure/registration certificates** – If you met any portion of the minimum five-year active full-time practice requirement in a jurisdiction outside Canada, you must submit the relevant medical licensure or registration certificates for source verification. You only need to submit certificates that confirm registration or licensure for up to three years of practice, as the most recent two years must have been in Canada. If you have been in full-time active practice in Canada for the five-year period leading up to your application for the Certification Examination in Family Medicine, you do not need to submit registration certificates to physiciansapply.ca for verification.
- **Additional postgraduate training certificates** – If you intend to claim any additional postgraduate training obtained outside Canada for credit towards the five-year full-time active practice requirement, you must submit the relevant certificates for source verification.

Monitoring verification status

The time it will take for documents to be “verification returned – pass” depends on the issuing institutions. As the status of verification evolves, 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 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

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

MCC Support Desk

Telephone: 613-520-2240

Fax: 613-248-5234

Email: service@mcc.ca

Statements of eligibility

Your eligibility cannot be confirmed until all documentation is received, and your credentials are verified.

Confirmation of application approval

CFPC will notify you in writing when your application for the Certification Examination in Family Medicine has been approved. If, through monitoring your online physiciansapply.ca account, you note that all of your documents have reached the status “verification returned – passed”, and you have not already received confirmation, you should notify the CFPC by e-mail ccfpexam@cfpc.ca.