

Checklist for Visiting Physicians

A request for licensure as a visiting physician (whether observing or participating in procedures) may take 4–6 weeks. Please ensure that a request is forwarded in a timely manner.

START DATE:

Please ensure you forward the following documentation to the College by mail or electronic format (scanned copies) in advance of your start date:

- Identification**
 - Main page of your passport.
- Photocopy of medical diploma (and translation, where applicable)**
 - If your diploma is not in English, an official translation is required.
- Photocopy of specialty certificate (and translation, where applicable)**
 - If your certificate is not in English, an official translation is required.
- Certificate(s) of professional conduct**
 - The certificate from your current licensing authority should be dated within 60 days prior to commencement of licensure in British Columbia.
 - Certificates of professional conduct must be forwarded to the College directly from the medical regulatory authority.
- Proof of English language proficiency**
 - See *English Language Proficiency Requirements* document included with this package.
 - See *English Language Proficiency Exception for Visiting Physicians* document included with this package.
- Consent to a Criminal Record Check form**
 - Completed and signed.
- Fees**
 - C\$140 for licensing fee and the criminal record check.
 - You must pay your fees online at www.cpsbc.ca. See *Login Tutorial* document included with this package.
- Work permit (if required)**
 - For licensure over four months, proof of legal entitlement to reside and work in Canada issued by Citizenship and Immigration Canada.

Please arrange to have your supervisor view and cite the following original document:

- Identification**
 - Main page of your passport.

Please scan and email the following supporting documentation to the College at registration@cpsbc.ca:

- Confirmation of Identity form**
 - Completed and signed by your supervisor.
- Signed photocopy of identification**
 - Signed by your supervisor.
 - Main page of your passport.

Note: It is your responsibility to ensure that once your identification has been cited, the copied document and Confirmation of Identity form are forwarded to the College within two business days.