



FOREIGN TRAINEE PROCESS
◆ JULY 2011 TIMELINE ◆

Seulement disponible en anglais.

The following is the ideal timeline to ensure that a foreign resident or fellow will start his/her program on July 1, 2011. Documents can be submitted later but the start date may be delayed.

WHEN	WHAT
Sept 1 to Nov 6, 2010	<ul style="list-style-type: none"> The PGME Office sends applications to programs for consideration. Interview of acceptable candidates. Inform the PGME Office and sponsor/candidate of the interview dates, accepted or refused candidates. Inform candidates about the PEAP during the interview.
Before Nov 20, 2010	<ul style="list-style-type: none"> The program informs the chosen candidate(s) in writing (see enclosed standard letter of offer). In the letter of offer, include details such as: the PEAP dates, the CPSO address and telephone number, the CMPA, UHIP/OHIP, immunization requirements, housing, academic expectations...
Before Nov 30, 2010	<ul style="list-style-type: none"> Submit the documents of accepted candidates to the PGME Office – see enclosed checklist.
Dec 1 to 22, 2010	<ul style="list-style-type: none"> The PGME Office sends request for the Letter of Eligibility (LOE) to the CPSO.
Jan / Feb 2011	<ul style="list-style-type: none"> The CPSO sends the LOE to the PGME Office.
Feb / Mar 2011	<ul style="list-style-type: none"> The PGME Office sends the Letter of Employment, the CPSO LOE and the Letter of Appointment to the trainee (by e-mail) which must be included in their application package for a work visa.
Mar 2011	<ul style="list-style-type: none"> The trainee applies for a work visa from his/her country of origin through the Canadian embassy, consulate or high commission and makes arrangements to travel to Canada.
Apr / May / Jun 2011	<ul style="list-style-type: none"> The trainee arrives and reports to the program and the PGME Office (before the start of the PEAP, if applicable). The PGME Office must confirm issuance of the CPSO license and CMPA coverage before the candidate is permitted to start the training.
Jul / Sept 2011	<ul style="list-style-type: none"> PEAP Detailed ITER required at the 4 week point. After having successfully completed the PEAP, the Program Director evaluates the trainee (personal interview) and completes the PEAP report, which must be signed by the program director, supervisor and trainee. The program submits the report to the PGME Office for approval. The report must be submitted a max. of 5 days, min. of 2 days before the end of the PEAP. The PGME Office submits the PEAP Report to the CPSO. The <i>Postgraduate Educational</i> license extension is usually confirmed within 2 working days. Once the CPSO extension and the CMPA are renewed, the PGME Office informs program and medical affairs.