

## Postgraduate Medical Education- International Electives Onboarding Checklist

### PGME Internal Tracking- Required Documents

#### Documents from Program:

[ ] Letter from program to confirm elective dates, Supervisor and location. Must be signed by Program Director.

#### From Applicant:

##### All required in order to process application.

- |                                   |  |
|-----------------------------------|--|
| [ ] Postgraduate Application Form | [ ] MCCEE (if taken, not required)   |
| [ ] CV                            | [ ] Copy of Passport   |
| [ ] Copy of Medical Degree        | [ ] Letter of Financial Support (from hospital/university/agency that funds the training)                                      |
| [ ] Copy of MD Transcripts        | [ ] Home Program Letter (confirms elective dates, level, good standing and MD school/date, must be signed by Program Director) |

**PGME requirements should be started at least six months prior to the elective's proposed start-date. Failure to complete the requirements within this timeline may result in a delayed desired start-date.**

**Step 1:** Training program confirms the elective and sends confirmation letter to PGME. Once the letter is received, PGME will send the learner and the program the International Visiting Electives Application. <https://pgme.mcmaster.ca/train/forms/international-visiting-electives-application/>

**Step 2:** PGME sends the Letter of Eligibility Request (LOE) to CPSO.



**Note:** The LOE can take anywhere from 5 to 15 business days to receive from CPSO.

**Step 3:** Citizen & Immigration Canada LIMA Exempt Employer Application is completed by PGME.



**Note:** This **can not** be completed until the LOE has been received from CPSO. Estimated time frame: 10 to 15 business days.

**Step 4:** Trainee and program receives detailed email from PGME with the following: PGME offer letter, instructions to apply for the Visa/Work Permit, CPSO, CMPA and Level 2 Criminal Record Check.



**Note:** Visa/Work Permit processing times vary from country to country and can range from 4 to 6 months.

**Step 5:** Trainee is entered into MedSIS, LOA is generated, signed and sent to CPSO.

**Step 6:** Immunizations and E-Modules are assigned. All other PGME requirements are to be completed. Trainee arranges to pick-up badge and computer access from the PGME office.

### **Important Information:**

- Eligibility requirements are outlined on our website:  
<https://pgme.mcmaster.ca/apply/electives-application/international-learners-coming-to-mcmaster-for-a-visiting-elective/>
- The PGME office has no influence over the Government of Canada immigration policies, procedures, federal/provincial laws nor the Canadian embassies in other countries.
- The PGME office has no access to CPSO applications. It is up to the trainee to continuously check their application and submit all documents and requirements.
- Trainee's need to arrive **at least** 10 days before the start-date of the elective to complete the final CPSO and PGME requirements.
- A 2-week PEAP is **mandatory** for International Electives. Once completed, the PEAP Assessment form needs to be signed by the Supervisor and sent to PGME.