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Section A: Introduction

A1: Preamble

Upon completion of training residents are required to demonstrate achievement of all competencies required for independent practice. In certain circumstances, a waiver of training may be appropriate for residents who have taken a Leave of Absence (LOA) during their training. The process of request, documentation and approval of a LOA is outlined in the [PGME Leaves Policy](#) found on the PGME policy webpage. A waiver of training request is usually submitted at the beginning of the resident’s final year of training, regardless of the timing of the LOA, to allow for adequate assessment of achievement of required competencies.

Consideration of waiver of training requests is at the discretion of the program director and must be standardized and consistent for all residents in the program.

- Residents must discuss their eligibility to waive training requirements with their program director. The discussion of waiver eligibility and program requirements should occur, if possible, prior to the LOA.
- The program director, in collaboration with the Competence Committee/Residency Program Committee (RPC) as appropriate, will determine if the resident has or will achieve all required competencies at completion of training, if the waiver is applied.
- The recommendation from the program for the waiver of training must be approved by the Associate Dean, Postgraduate Medical Education (PGME).

A2: Eligibility for Waiver of Training Requests

- Waivers can only be requested after a Leave of Absence (LOA).
- Waivers can only be requested for medical, pregnancy/ parental, and compassionate leaves.
- Waivers cannot be used to shorten a training program for residents who have a delayed start to residency training; exceptions can be made for delayed starts if beyond the control of the resident.

- Waivers cannot be used to shorten the duration of training of a residency program (e.g. if a resident has accelerated on their learning pathway in a Competence by Design (CBD) program).

Please refer to the [PGME Leaves Policy](#) for information about different leaves of absence.

Section B: Process

B1: Submission Timeline

- A resident will request approval for a waiver of training from their program director.
- The waiver of training request is submitted to PGME by the program at the beginning of the resident's final year of training and may also be submitted along with the program's recommendation for exam readiness (e.g., when the program submits the Confirmation of Training (CCT) documents to PGME).
- If the resident takes a planned leave in their final year of training, the program can submit the waiver of training request after their leave (contact pgmedean@mcmaster.ca for specific instructions).

B2: Form Submission – Request for Waiver of Training

- The Program Director will submit the *Request for Waiver of Training Form* found on the [PGME's policy website](#), outlining their support for a resident's waiver of training. The form will be sent to [PGME Administrator for the Associate Dean](#) for PGME's approval.
- The program's request will include an explanation of circumstances for the LOA. In addition, the program must specify that their recommendation is based on the resident's progress to date, confirm that the resident is on track to complete the objectives of training, and the resident will achieve the required competencies with the recommended waiver of training.

B3: Approval Process

1. For the College of Family Physicians of Canada (CFPC) programs, the Associate Dean, PGME will review and approve the waiver request submitted by the Program Director. If approved, PGME will provide a letter to the CFPC notifying the Board of Examinations and Certification that a waiver of training has been granted. The PGME office will also forward the response to the program and update the resident's MedSIS account to reflect the revised end date.
2. The Royal College OF Physicians and Surgeons of Canada (RCPSC) does not approve waiver of training requests. Final approval is determined by the Associate Dean, PGME. If the Associate Dean, PGME approves the request, the PGME office will update the resident's MedSIS account to reflect the revised program end date and will notify the RCPSC.

B4: Communications Process

3. Once the approval process is complete the PGME office will notify the program and it will be the program's responsibility to update and inform the resident.

Section C: College Maximum Allowable Times for Waivers

4. The information below outlines the maximum duration that have traditionally been permitted for residents in time-based programs. PGME at McMaster University has adopted the maximum waived weeks for residents in both time-based and CBD programs to maintain consistency across all residents and programs.

College of Family Physicians of Canada (CFPC)

[CFPC Leave of Absence Information](#)

- i. Family Medicine – maximum of four weeks
- ii. Enhanced Skills Programs of one year or less – no waiver permitted

Royal College of Physicians and Surgeons of Canada (RSPSC)

[RCPSC Policies and procedures for certification and fellowship](#)

- i. One-year programs – no waiver permitted
- ii. Two years – 6 weeks
- iii. Three years – 6 weeks
- iv. Four years – 12 weeks
- v. Five years – 12 weeks
- vi. Six years or greater– 12 weeks
- vii. Internal Medicine and Pediatrics specialty and subspecialty training will be treated separately for waiver of training purposes. The maximum time waived for a three-year specialty training program is six weeks. The maximum time waived for a two-year subspecialty program is six weeks of training.