

Postgraduate Medical Education- International Electives Onboarding Checklist

Required 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.

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| [] 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 eight 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 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 submit to CPSO.

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

Step 3: Citizen & Immigration Canada Letter 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 3: Trainee receives detailed email from PGME with the following: PGME offer letter, instructions to apply for the Visa/Work Permit as well as CPSO and CMPA Licensing.

Note: Visa/Work Permit processing times vary from country to country and can range from 6-8 months.

Step 4: Trainee is entered into MedSIS, LOA is generated, signed and sent to CPSO.

Step 5: 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/>
- 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** 5 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.