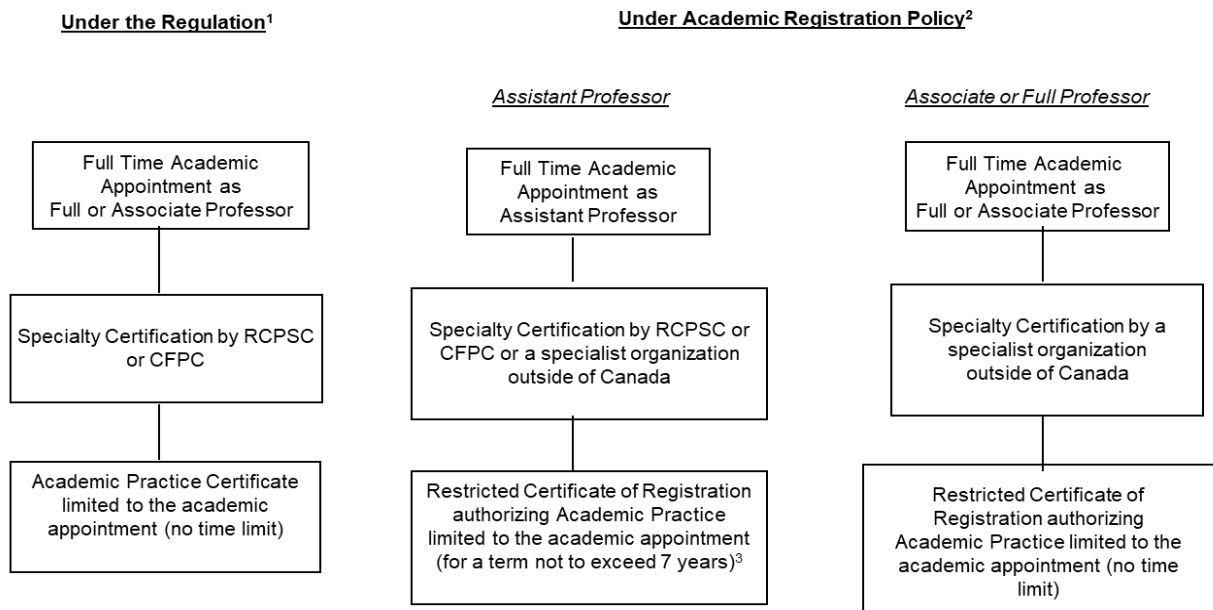


Routes to Academic Registration

There are 2 main routes to academic practice in Ontario: (1) under the Regulation and (2) under the [Academic Registration policy](#).



¹ Application does not require Registration Committee review.

² Application will require review by the Registration Committee.

³ Annual reports to the CPSO are required.

Requirements for a Restricted Certificate of Registration	Under the Regulation	Assistant Professor	Full or Associate Professor
Medical Degree - A medical degree from an accredited Canadian or US medical school or an acceptable international medical school	✓	✓	✓
Confirmation of Academic Appointment - Form signed by the Dean <u>and</u> Department Chair submitted directly to the CPSO. The form must include a written job description, which provides that the applicant is involved in clinical practice, teaching, research, administration or clinical development and evaluation, or some combination of these	✓	✓	✓
Full-time teaching appointment	✓		
Full-time research appointment	✓		
Full-time clinical academic appointment		✓	✓
Registration expires after 7 years		✓	
Specialty Certification by RCPSC or CFPC OR Specialty certification by organization outside of Canada	✓	✓ ✓	✓ ✓
Review by Registration Committee		✓	✓
Annual Report*		✓	

*Please review the [Guide to Completing CPSO Annual Reports](#) for more information

Academic Physicians Requesting to Work in Additional Settings

The physician can submit the initial request to add a practice location by sending a message via the [CPSO Portal](#)

- Send a message to the attention of the Registration Compliance Monitoring
- In the subject line of your communication, please include "Request to Add a Location".

The University must arrange for the following documents to be sent to the CPSO by email to regmonitoring@cpso.on.ca

- Letter from the Dean and Dean & Chair for assistant professors at the home institution confirming:
 - (1) The reason for the request;
 - (2) The practice is in accordance with the requirements of the appointment;
 - (3) The nature of the activities at the new location; and
 - (4) That these activities will be included in their annual reports to the College.
- A letter from the new practice location providing details of the proposed activities.

NOTE: Registration Committee review should not be required. Situations that may require review/rejection – requests that appear to be a change of scope; if the request is for duo academic appointments at different universities; if the school has indicated that the practice is not in accordance with the requirements of the appointment.

Promotions

Requirements	Promotions
General Requirements	<ul style="list-style-type: none"> ▪ The CPSO anticipates an assistant professor will be promoted to the rank of associate professor within the 7-year term of the certificate of registration. ▪ The CPSO is expected to be notified of the promotions in a timely manner, before the promotion's effective date. ▪ An associate professor may also be promoted to the rank of full professor. ▪ All promotions under the academic registration policy require review and approval by the Registration Committee to modify the terms of the physician's certificate of registration. ▪ The physician must submit an application to Modify the Terms, Conditions and Limitations of the certificate, and any additional requirements including the associated application fee.
University Requirements	<ul style="list-style-type: none"> ▪ An updated Confirmation of Academic Appointment form signed by the Dean submitted directly to the CPSO. ▪ The form must indicate the new appointment rank, start date and end date (if applicable). ▪ A letter of support from the Dean confirming the promotion, the effective date and comments on the candidate's performance and academic achievements to date.
	<ul style="list-style-type: none"> ▪ All promotions require the completion of an application to Modify the Terms, Conditions and Limitations of the physician's current certificate of registration. ▪ The physician should contact the CPSO via the CPSO Portal notifying the College of their promotion prior to the promotion effective date and request for an application to be released into their CPSO Portal account. ▪ All applications must be completed and submitted online through the CPSO Portal.

Amended Academic Registration Policy

Academic physicians may be eligible to apply for a restricted certificate of registration to practise independently limited to their scope of practice if they fulfil the following requirements:

Requirements	Amended Academic Registration Policy
General Requirements	<ul style="list-style-type: none"> ▪ Have practised in an academic setting and maintained an active clinical practice in Ontario for a minimum of five years; and ▪ Provide evidence of satisfactory clinical performance, knowledge, skill, judgment, and professional conduct from the medical school where you hold your academic appointment.
	<ul style="list-style-type: none"> ▪ Letter of support from the Dean for Associate and Full Professors and from the Dean <u>and</u> Department Chair for Assistant Professors, supporting the request for a scope-restricted independent license.

Revised: January 2024

University Requirements	<ul style="list-style-type: none">▪ The letter should also comment on the candidate's performance and academic achievements to date.
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The physician must submit a request to change their academic license to a scope-restricted license through the CPSO Portal. The physician must also have support from the University. The CPSO will release an application to Modify the Terms, Conditions and Limitations of the physician's academic license. Please note that there is no fee associated with this application.

Registration Committee Process

First-Time Academic Applications

- All applications must be completed and submitted online through the [CPSO Portal](#).
- Please note, the application fee is non-refundable.
- Candidates should only submit an application if they have confirmation of a full-time academic appointment at the rank of Assistant, Associate, or Full Professor.

Change of University:

- The member is required to complete a new application.
- Candidates should only submit the online application if they have confirmation of a full-time academic appointment at the rank of Assistant, Associate, or Full Professor.

The Registration Committee meets once every three to four weeks. Meeting dates and corresponding submission deadlines can be found here: [Processing Times and Meeting Dates](#).

The average timeline for applications to be reviewed by the Registration Committee is 3-4 months. Physicians should apply well in advance of their certificate expiry date to avoid lapses in licensure.

Applications requiring review by the Registration Committee are not eligible for the CPSO's Expedited Assessment Fee option. We will endeavor to prioritize academic-related applications when possible and within our abilities.

If you have any questions, please contact Registration Compliance Monitoring at regmonitoring@cpso.on.ca.