

FELLOWSHIP TRAINEE INTAKE CHECKLIST

AFC & Fellows Starting off cycle (ie start date other than July)

****Note: Research Fellows (no patient contact) do not need CPSA, CMPA, or pager aspects of checklist**

- Criminal Records Check & Vulnerable Sector Search completed**
Submit to: AHS Academic Medicine at Edm.AcademicMedicine@ahs.ca
Start this process Immediately: must be completed 1 month prior to start date and may take 8+ weeks from submission date. Note: you will also need this document for CPSA application

- Letter of Engagement (LOE) received, signed, & returned**
Submit to: pgfellow@ualberta.ca
Deadline: noted in your LOE email

- Consent Form completed**
Submit to: pgfellow@ualberta.ca
Deadline: 2 months prior to start date

- Work Permit and Visa completed** - for those who are not Canadian citizens or permanent residents of Canada
 - Once you receive an email from pgfellow@ualberta.ca regarding your work permit process, you can start your work permit application online. This email will include the FVCA # (Foreign Visitor Category Assessment) found on the top of the offer of employment letter that is sent to you. **Please start the work permit process as soon as you receive the email from pgfellow@ualberta.ca**. This process can take up to 6 months to finalize.
 - Once you have submitted your application online, you will receive an email from IRCC that your application has been approved and they will confirm that you are now ready to travel to Canada. You will be able to pick up your work permit at your first port of Entry into Canada.

- CPSA Application and all supporting documents submitted**
Start this process immediately
 - If you are a Canadian trainee renewing a Provisional Licence - Postgraduate Training permit only - submit renewal application 2 months prior to start date
 - If you are an international trainee requiring Provisional Licence - Postgraduate Training permit only- start the process as soon as possible, as the process can take up to 6 months
 - **If your fellowship program requires billing as part of the remuneration process** (one Physician Extender - Surgical Assist, Provisional Register - Independant Licence, General Register- Independent Practice) this process can take up to **6 months** if you are an eligible international trainee or 2-3 months if you are coming from a Canadian training program. You will also need to contact the Fellowship Program Administrator (PA) to get assistance in setting up a Billing Arrangement with your PraID. (contact the PA 1 month prior to start date to start process)
 - Note you will need **Criminal Records Check & Vulnerable Sector Search** for this application which can take 8+ weeks to secure

- CPSA Practice Permit submitted**
Submit to: AHS Academic Medicine at Edm.AcademicMedicine@ahs.ca

Deadline: 1 month prior to application

- CMPA Application**
Deadline: 1-2 months ahead of time
 - Note: Calling CMPA and speaking to an agent will have the quickest results or you can go online and start the application. You will be given your CMPA number immediately but can take up to 5 business days for the CMPA to complete the application process
 - You need a Canadian Bank account to apply

- CMPA Statement of Protection submitted**
Submit to: AHS Academic Medicine at Edm.AcademicMedicine@ahs.ca and pgfellow@ualberta.ca
Deadline: suggest 1 month prior to application

- AHS ID Badge Photo submitted**
Submit to: Edmontonzone.cardaccess@ahs.ca
Deadline: 2 months prior to start date

- Pager Agreement completed**
Submit to: EDM.AcademicMedicine@ahs.ca
Deadline: 2 months prior to start date

- UAlberta Registration completed (activate account, update address & preferred name in beartracks)**
Date by which all fellows should receive registration email: 1.5 months prior to start date
Deadline to activate: 1 month prior to start date (NOTE: short turnaround time)

- University OneCard**
Deadline: 2-3 weeks prior to start date:
Upload your photo to the [ONEcard system](#). **Note:** You will not be able to upload the photo until you have activated your University registration

- Virtual Orientation completed and attestation complete**
Deadline: 1 week prior to start date
 - Please find the instructions to access this orientation in your welcome email. If you have not received this, please contact pgfellow@ualberta.ca

- Make an appointment with PGME:** pgfellow@ualberta.ca
Deadline: 1 week prior to start date: to set up time to receive your pager, ID badge, Parking and ONEcard.