

# RESIDENT INTAKE CHECKLIST 2024

## Sponsored Trainees in Residency

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- Criminal Records Check & Vulnerable Sector Search** completed  
Date to start process: Immediately (can sometimes take 3+ months to get from various countries)  
Submit to: AHS Academic Medicine at [Edm.AcademicMedicine@ahs.ca](mailto:Edm.AcademicMedicine@ahs.ca)  
Deadline: May 31, 2024
  
- Letter of Engagement (LOE)** received, signed, & returned  
Submit to: [pgres@ualberta.ca](mailto:pgres@ualberta.ca)  
Deadline: noted in your LOE email
  
- Consent Form** completed  
Submit to: [pgres@ualberta.ca](mailto:pgres@ualberta.ca)  
Deadline: February 5, 2024
  
- AHS ID Badge Photo** submitted  
Submit to: [Edmontonzone.cardaccess@ahs.ca](mailto:Edmontonzone.cardaccess@ahs.ca)  
Deadline: May 1, 2024
  
- Pager Agreement** completed  
Submit to: [EDM.AcademicMedicine@ahs.ca](mailto:EDM.AcademicMedicine@ahs.ca)  
Deadline: May 1, 2024
  
- UAlberta Registration** completed (activate account, update address & preferred name in beartracks)  
Date by which all residents should receive registration email: May 20, 2024  
Deadline to activate: May 31, 2024
  
- CPSA Application** completed  
Date by which all R1 residents should receive CPSA email: May 1, 2024  
Deadline: May 31, 2024
  
- CPSA Practice Permit** submitted  
Submit to: AHS Academic Medicine at [Edm.AcademicMedicine@ahs.ca](mailto:Edm.AcademicMedicine@ahs.ca)  
Deadline: May 31, 2024
  
- CMPA Application** completed  
Deadline: May 31, 2024
  
- CMPA Statement of Protection** submitted  
Submit to: AHS Academic Medicine at [Edm.AcademicMedicine@ahs.ca](mailto:Edm.AcademicMedicine@ahs.ca)  
Deadline: May 31, 2024
  
- Virtual Orientation** completed  
Deadline: June 24, 2023