

Verification of Documents Policy

| POLICY TITLE | Verification of Documents Policy |
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| PURPOSE | Ensure all physicians, surgeons, and osteopaths, documentation and credentials are verified and are recognized by the CPSA and Alberta Health as required. |
| SCOPE | This policy applies to physicians, surgeons, and osteopaths who: <ul style="list-style-type: none"> Require credentials and documentation such as specialty, sub specialty certification, post graduate training to be verified. |
| NOTES | All required, new, or updated credentials (certification in a speciality or subspecialty) must be verified |

LAST REVISED: AUGUST 17, 2021
APPROVED BY COUNCIL: SEPTEMBER 9, 2021

POLICY STATEMENT

Physicians, surgeons, and osteopaths, who require new or updated documentation and credentials to be verified must:

- 1) Submit required documentation and credentials to PhysiciansApply/Educational Commission for Foreign Medical Graduates (ECFMG) for verification.
- 2) Once the credential is sent for verification and document or credential is verified, the credential verification report is downloaded to the physicians file by CPSA.

RESPONSIBILITIES

The Registrar is given the authority to determine applications for registration under sections 28 to 30 of the *Health Professions Act* (HPA). Section 20 of the HPA allows the Registrar to delegate functions and duties to another person. The Registrar has delegated his duties and responsibility under Part 2 of the HPA to the Assistant Registrar responsible for registration.

AUTHORITY DOCUMENTS

- [Health Professions Act](#)
- [Health Professions Act: Physicians, Surgeons, Osteopaths, and Physician Assistants Profession Regulation](#)
- [CPSA Bylaws](#)