

Following recent changes to our registration requirements under the [Approved Jurisdiction Route to registration](#), we have determined that you are eligible to apply for the General Register.

Below is a list of documents that may be required from you so we can begin the transfer process. As we are currently processing a high volume of files, please allow until **August 30, 2025**, for your tracking to be updated.

Steps to begin

Please log in to your [PhysiciansApply.ca](#) account to complete and submit the **Application Form for Alberta**, along with all of the required supporting documents listed below and on your tracking page.

To proceed with your registration, please ensure all of the documents listed on your tracking page have been submitted by you or on your behalf. You will see that some documents need to be submitted through our [Application Tracking System](#).

Once all required documentation has been received and reviewed, we will be able to make a decision on your application. **There is no guarantee that your application will be approved.**

Required documentation

Note: All documentation uploaded into your tracking must have all security and passwords removed prior to the upload for them to be considered acceptable.

Your completed application package must include the specific documentation identified on your tracking page. Below is a generic list for your reference that may or may not be applicable to you.

- ☐ **Complete background questions:**

Log in to your [PhysiciansApply.ca](#) account, go to "Applications for Medical Registration," open the same document you completed to apply, and complete the new section's "Background" questions. Ensure you click "submit" when complete. These questions will be sent directly to our office. **You have 30 days from the issuance of this letter to complete this form.**

Note: If your background questions are not immediately available, please check back within the week.

☐ **Certificates of Professional Conduct:**

You must arrange to have Certificates of Professional Conduct issued directly from all licensing authorities you have been registered with outside Alberta, including registrations for postgraduate training, along with electives and assessments. Certificates are accepted electronically if they are submitted to us directly from the licensing authority. Certificates must be dated within 90 days of your anticipated start date to practice medicine in Alberta.

☐ **Verification of credentials:**

If verification of credentials is required through [PhysiciansApply.ca](https://physiciansapply.ca), details will be documented on your tracking page.

If applicable, inform your Registration Administrator once you have started the verification process and have provided us view access to your [PhysiciansApply.ca](https://physiciansapply.ca) account.

Note: Your registration may be delayed until your documents have been successfully source-verified or, at a minimum, in the “sent for source verification” status.

Submit the documents below by uploading them to the [Application Tracking System](#). To do this, log into the [Application Tracking System](#) and upload each document.

☐ **Criminal record check:**

You must obtain a criminal record check (or police certificate) from every jurisdiction in which you have practiced and/or trained for 90 days or more in the last 5 years. If you have turned 18 years old within the last 5 years, we require a criminal record check that goes back to your 18th birthday. Canadian criminal record checks are nationwide, therefore only one is required. CPSA will accept a vulnerable sector check if it includes the criminal record check.

In Canada, criminal record checks must be obtained through the RCMP or local police services. Any third party or online criminal record check (or police certificate) will not be accepted.

Note: Criminal record checks can be issued directly to you, and you may upload an unsecured copy into your tracking. CPSA is not registered to access criminal record checks through other means.

Criminal record checks remain valid for a period of one year unless otherwise stated.

☐ **Photo/Signature Form:** Access this form through the online [Application Tracking System](#).

□ **Documents:**

The following documents must be viewable through [PhysiciansApply.ca](https://physiciansapply.ca). If any of the documents are identified as "required," please ensure you have shared viewing access to the documentation as well as your [PhysiciansApply.ca](https://physiciansapply.ca) profile:

- Medical degree
- Licentiate of the Medical Council of Canada (LMCC), including licentiate number and certification date
- Official document of name change if your documents appear in a different name

If applicable, the following document must be viewable through the CFPC website at www.cfpc.ca:

- College of Family Physicians of Canada (CFPC) certificate (We will also accept a letter from the CFPC sent directly to our office confirming certification.)

If applicable, the following document(s) must be viewable through the Royal College of Physicians & Surgeons of Canada at www.royalcollege.ca:

- Royal College of Physicians and Surgeons of Canada specialist certification; documentation must confirm the specialty and date of certification. (**We will also accept a letter from the RCPSC emailed directly to our office confirming fellowship. The RCPSC can email it to registration@cpsa.ab.ca.**) No upload to tracking required.

□ **English Language Proficiency:**

If applicable, upload evidence of English language proficiency.

We will verify the results. Ensure you share access for CPSA to view.

You can check the status of your application at any time by logging into our [Application Tracking System](#) using your email and password. If this is your first time accessing the system, you will need to create a password.

APPLICATION TIME LIMITS

We will automatically close your file if:

- You do not submit the Application Form through PhysiciansApply.ca **within 30 days** of the date of this letter.
- All required supporting documentation to complete the application has not been received within **365 days** of the date of this letter.

If your file is closed, you will have to submit a new Review of Qualifications Form and pay the applicable fee to restart the process.

If you have any questions, please contact your Registration Administrator as identified on your tracking page.

Please include your registration number on all correspondence to help us process your registration as quickly as possible.

On behalf of CPSA,

Registration Department