Max Rady College of Medicine
Postgraduate Medical Education

University | Rady Faculty of
of Manitoba | Health Sciences

Registration Checklist
Residents (CaRMS Match, Family Medicine Enhanced Skills, External Transfer)

PGME Checklist			
Check Mark	**Manual Section**	**Tasks**	**Submit to/Deadline**
☐	A	**Review, sign & return your Letter of Offer (LOO)**	**Electronic copy:** submit to regpgme@umanitoba.ca (all pages and in a clear pdf format) **one week** after receipt of your LOO
☐	B	**Complete & return Trainee Information Form (TIF)**	**Electronic copy:** submit to regpgme@umanitoba.ca **one week** after receipt of your LOO
☐	U	**University of Manitoba Photo ID Card**	There will be a University of Manitoba Photo ID Card Pop-up Booth that will be set up at the Bannatyne Campus. Once this has been determined further details will be forwarded. If you are unable to come to the Pop-up Booth, please order your student ID card at aurora, under personal information. **Personal Information** **Enrolment & Academic Records** Personal Information **Important Student Email information:** Please note, your **UM Student Email account** is used for all un Don't have an account yet? Learn more about the student ema Declare Canadian Indigenous Ancestry Change Security Question View/Update Addresses and Phones View/Update E-mail Addresses View/Update Emergency Contacts Name Change Information Change your PIN Need to update your PIN? Change it here. Emergency Notification System Register here for Emergency Text (SMS) Notifications Set Preferred Name Verify My SIN Review or Record your Social Insurance Number. Order ID Card Name Change Change Residency Status To obtain 24/7 access to the Brodie/Buhler and Basic Medical Sciences Building, please bring your Photo ID Card to Colin Wootton in the Physical Plant Office, Room S-013 Medical Services Building, Bannatyne Campus. If you already have a UM student card but would like a new one, please bring a completed Photo ID Card Request Form to U of M Photo ID Card Pop-up Booth.

☐	S	Complete & submit the Canadian Post M.D. Education Registry Form (CAPER)	Email a clear completed CAPER Form **one week** after receipt of your LOO to regpgme@umanitoba.ca
☐	C	Activate your UMNetID and Email Account	https://signum.umanitoba.ca/ within **one week** of receiving the Welcome Email
☐	D	Activate Aurora Student and Personal Identification Number (PIN)	Aurora Student within **one week** of receiving the Welcome Email
☐	K	COVID-19 Proof of Vaccination	Please submit your COVID-19 proof of vaccination regpgme@umanitoba.ca
☐	F	Medical Diploma	Email a clear copy in a "PDF" format to regpgme@umanitoba.ca **upon receipt**

Shared Health (Shared Health/Employer) Checklist

Check Mark	Manual Section	Tasks	Submit to/Deadline
☐	G	Submit one copy of Police Information Check/Criminal Record Check (with Vulnerable Sector Search included) which must be dated no earlier than 6 months prior to the start date – **Website Link** <mark>**IMPORTANT:** *Please email a "PDF" or photo only – do not forward emails requiring passwords to access the report*</mark>	**As soon as you have received your Letter of Offer, apply for these checks and have them sent to:** pmao-residents@sharedhealthmb.ca or Provincial Medical Administration Office (PMAO) 1502 – 155 Carlton St., Winnipeg, MB R3C 3H8 *Please Note: A Winnipeg address is required for Criminal Record Check applications*
☐	H	Submit one copy of Manitoba Adult Abuse registry Check (required regardless of whether or not you've ever resided in Manitoba).– **Website Link**	
☐	I	Submit one copy of Manitoba Child Abuse Registry Check (required regardless of whether or not you've ever resided in Manitoba) – **Website Link**	
☐	J	Residents must respond to the onboarding package by submitting all payroll and benefit forms by the deadline dates as per instruction	
☐	K	Complete Immunization & N95 Fit Testing Requirements – **Website Link**	• **As soon as you have received your Letter of Offer,** Trainees must contact one of the Occupational Health Units to schedule an appointment within **a minimum of 2 months** prior to commencement of training. • Complete & submit forms directly to an OESH Office at oesh@wrha.mb.ca or at other OESH site
☐	L	Complete & submit Employment Benefits Forms	• A package will be sent to you directly by healthcarecareers@mb.ca please submit onboarding forms as per instructions provided
☐	M	Create SOGICA Vault Account	• After receiving your employee number from healthcarecareers@mb.ca and completing onboarding package, create a SOGICA Vault account. • Create Your Account and Log In
☐	N	Digital Health Account	https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/

College of Physicians and Surgeons of Manitoba (CPSM) / Physician Licensure Checklist

Check Mark	Manual Section	Tasks	Submit to/Deadline
☐	P	**[Apply for CPSM License](#)** – Educational Resident	You **must** complete and return the application **directly** to the CPSM Office, 1000-1661 Portage Ave, Winnipeg, MB R3J 3T7 as per the instructions provided.
☐	G	**** Not required for University of Manitoba Graduates**** Submit one copy of Police Information Check/Criminal Record Check (with Vulnerable Sector Search included) which must be dated no earlier than 6 months prior to the start date – **Website Link**	
☐	H	**** Not required for University of Manitoba Graduates**** Submit one copy of Manitoba Adult Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer) – **Website Link**	**As soon as you have received your Letter of Offer, apply for these checks and have them sent to:** CPSM 1000 – 1661 Portage Avenue, Winnipeg, MB R3J 3T7 ***See also Shared Health checklist above***
☐	I	**** Not required for University of Manitoba Graduates**** Submit one copy of Manitoba Child Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer) – **Website Link**	

Canadian Medical Protective Association (CMPA) / Liability Insurance Checklist

Check Mark	Manual Section	Tasks	Submit to/Deadline
☐	Q	**Apply for CMPA Membership** www.cmpa-acpm.ca/en/membership/member-self-service	The application must be submitted **one week** after receiving the Welcome Email

Final Tasks Prior to Commencement of Training

Check Mark	Manual Section	Tasks	Submit to/Deadline
☐	T	**Receive Requisition Forms for HSC Facility Access Card from PGME Office** **Lab Coats**	• We require a **clear digital colour photo** with a solid coloured neutral background in a "jpeg" format **two weeks** from today which will be added to your Entrada profile and submitted to HSC Security for your HSC ID card. • Please print out Requisition Form for HSC Facility Access Card and take it to: **Security Services, MS245 Building (2nd Floor Orange zone) Health Sciences Centre** • Information regarding lab coats will be sent to trainees by PMAO
☐	X	**Complete Personal Health Information Act (PHIA)**	• Online through UM Learn

Important Dates:

- **Mandatory PGME New Trainee Orientation**
  - **Thursday, June 27, 2024 - 8:00 a.m. to 4:00 p.m.**
  - **Attendance is mandatory for all New Trainees.**
  - **Further information to follow**

- **Mandatory IMG New Resident Orientation**
  - Two (2)-week Mandatory IMG Orientation will be held **June 17-June 25, 2024**
  - **Further information to follow**
  - **Attendance is mandatory for all New IMG Trainees** (including both Canadian Citizens/Permanent Residents and non-Canadian/Permanent Residents of Canada**)**

** Trainees are recommended to retain a copy of the registration documents for their own record**

It is imperative that the trainees submit the required documents on time, to avoid any delays in commencement of training or payment.