



## Registration Checklist

### Internationally (Visa) Sponsored Trainees (Residents and Fellows)

PGME Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	V	<b>Submit a copy of valid Passport</b>	Email a clear scanned copy of your valid Passport to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a> <b>one week</b> after receiving the Welcome Email
<input type="checkbox"/>	V	<b>Submit a copy of Work Permit</b>	Email a clear scanned copy of your Work Permit to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a> upon receipt and prior to the commencement of training
<input type="checkbox"/>	A	<b>Review, sign &amp; return your Letter of Offer (LOO)</b>	<b>Electronic copy:</b> submit to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a> (all pages and in a clear pdf format) <b>one week</b> after receipt of your LOO
<input type="checkbox"/>	B	<b>Complete &amp; return Trainee Information Form (TIF)</b>	<b>Electronic copy:</b> submit to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a> <b>one week</b> after receipt of your LOO
<input type="checkbox"/>	C	<b>Activate your UMNNetID and Email Account</b>	<a href="https://signum.umanitoba.ca/">https://signum.umanitoba.ca/</a> within <b>one week</b> after receiving the Welcome Email
<input type="checkbox"/>	D	<b>Activate Aurora Student and Personal Identification Number (PIN)</b>	<a href="#">Aurora Student</a> within <b>one week</b> of receiving the Welcome Email
<input type="checkbox"/>	K	<b>University of Manitoba COVID-19 Proof of Vaccination</b>	Please submit your COVID-19 proof of vaccination <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a>
<input type="checkbox"/>	S	<b>Complete &amp; submit the Canadian Post M.D. Education Registry Form (CAPER)</b>	Email a clear completed CAPER Form <b>one week</b> after receipt of your LOO to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a>
<input type="checkbox"/>	U	<b>University of Manitoba Photo ID Card</b>	<p>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.</p> <p>If you are unable to come to the Pop-up Booth, please order your student ID card at <a href="#">aurora</a>, under personal information.</p>



			<p><b>Personal Information</b>   <b>Enrolment &amp; Academic Records</b></p> <p><b>Personal Information</b></p> <hr/> <p><b>Important Student Email information:</b></p> <p>Please note, your <b>UM Student Email account</b> is used for all un</p> <p>Don't have an account yet? <a href="#">Learn more about the student em:</a></p> <p><a href="#">Declare Canadian Indigenous Ancestry</a>  <a href="#">Change Security Question</a>  <a href="#">View/Update Addresses and Phones</a>  <a href="#">View/Update E-mail Addresses</a>  <a href="#">View/Update Emergency Contacts</a>  <a href="#">Name Change Information</a>  <a href="#">Change your PIN</a>  <small>Need to update your PIN? <a href="#">Change it here.</a></small>  <a href="#">Emergency Notification System</a>  <small>Register here for Emergency Text (SMS) Notifications</small>  <a href="#">Set Preferred Name</a>  <a href="#">Verify My SIN</a>  <small>Review or Record your Social Insurance Number.</small>  <a href="#">Order ID Card</a>  <a href="#">Name Change</a>  <a href="#">Change Residency Status</a></p> <p>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.</p> <p>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.</p>
<input type="checkbox"/>	<b>W</b>	<b>Apply for Social Insurance Number (SIN)</b> <a href="#">Website Link</a>	<ul style="list-style-type: none"> <li>• Upon arrival in Canada, apply for a SIN for University registration and employment purposes.</li> <li>• Upon receipt provide SIN to the PGME Office <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a></li> </ul>
<input type="checkbox"/>		<b>Note: Saudi Visa Trainees only</b> <b>Submit Banking Information</b>	PGME Office, 260 Brodie Centre <b>one month</b> prior to the commencement of training



**Shared Health (Shared Health/Employer) Checklist**

Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	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 – <a href="#">Website Link</a> <b>IMPORTANT: Please email a “PDF” or photo only – do not forward emails requiring passwords to access the report</b>	As soon as you have received your Letter of Offer, apply for these checks and have them sent to: <a href="mailto:pmao-residents@sharedhealthmb.ca">pmao-residents@sharedhealthmb.ca</a> OR Provincial Medical Administration Office (PMAO) 1502 – 155 Carlton St., Winnipeg, MB R3C 3H8
<input type="checkbox"/>	H	Submit one copy of Manitoba Adult Abuse registry Check (required regardless of whether or not you’ve ever resided in Manitoba).– <a href="#">Website Link</a>	<p><b>* See also CPSM checklist below*</b></p> <p><b>Please Note: A Winnipeg address is required for Criminal Record Check applications</b></p>
<input type="checkbox"/>	I	Submit one copy of Manitoba Child Abuse Registry Check (required regardless of whether or not you’ve ever resided in Manitoba) – <a href="#">Website Link</a>	
<input type="checkbox"/>	K	Complete Immunization & N95 Fit Testing Requirements – <a href="#">Website Link</a>	
<input type="checkbox"/>	N	Digital Health Account	<a href="https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/">https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/</a>

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

Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	P	<a href="#">Apply for CPSM License</a>	You <b>must</b> complete and return the application <b>directly</b> to the CPSM Office, 1000-1661 Portage Ave, Winnipeg, MB R3J 3T7 as per the instructions provided.
<input type="checkbox"/>	G	Submit one copy of Police Information Check/Criminal Record Check – <a href="#">Website Link</a>	<p>As soon as you have received your Letter of Offer, apply for these checks and have them sent to:</p> <p>CPSM 1000 – 1661 Portage Avenue, Winnipeg, MB R3J 3T7</p> <p><b>*See also Shared Health checklist above*</b></p>
<input type="checkbox"/>	H	Submit one copy of Manitoba Adult Abuse Registry Check (only for applicants who have resided in Manitoba for 90 days or longer) – <a href="#">Website Link</a>	
<input type="checkbox"/>	I	Submit one copy of Manitoba Child Abuse Registry Check (only for applicants who have resided in Manitoba for 90 days or longer) – <a href="#">Website Link</a>	



Canadian Medical Protective Association (CMPA) / Liability Insurance Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	Q	<p>Apply for CMPA Membership</p> <p><a href="http://www.cmpa-acpm.ca/en/membership/member-self-service">www.cmpa-acpm.ca/en/membership/member-self-service</a></p>	<p>The application must be submitted <b>one week</b> after receiving the Welcome Email</p> <p>Confirmation of CMPA coverage must be sent to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a> <b>one month</b> prior to commencement of training</p>
Final Tasks Prior to Commencement of Training			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	T	<p>Receive Requisition Forms for HSC Facility Access Card (HSC Security Card) from the PGME Office</p> <p>Lab Coats</p>	<ul style="list-style-type: none"> <li>We require a <b>clear digital colour photo</b> with a solid coloured neutral background in a “jpeg” format <b>two weeks</b> from today which will be added to your Entrada profile and submitted to HSC Security for your HSC ID card</li> <li>Please print out Requisition Form for HSC Facility Access and take it to <b>Security Services, MS245 Building (2<sup>nd</sup> Floor Orange zone) Health Sciences Centre</b></li> <li>Information regarding lab coats will be sent to trainees by PGME</li> </ul>
<input type="checkbox"/>	X	Complete Personal Health Information Act (PHIA)	<ul style="list-style-type: none"> <li>Online through UM Learn (information will be sent via email)</li> </ul>

**Important Dates:**

• **Mandatory PGME New Trainee Orientation**

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

• **Mandatory IMG New Resident Orientation**

Two (2)-week Mandatory IMG Orientation beginning **mid-June** → **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)

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