



**Registration Checklists**  
**International Dental Fellowship**

PGME Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	A	Review, sign & return your Letter of Offer (LOO)	<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	Complete & return Trainee Information Form	<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	Activate your UMNNetID and Email Account	<a href="https://signum.umanitoba.ca/">https://signum.umanitoba.ca/</a> within <b>one week</b> after receiving the Welcome Email
<input type="checkbox"/>	K	COVID-19 Proof of Vaccination	Please submit your COVID-19 proof of vaccination to an OESH Office at <a href="mailto:oesh@wrha.mb.ca">oesh@wrha.mb.ca</a>
<input type="checkbox"/>	D	Activate Aurora Student and Personal Identification Number (PIN)	<a href="#">Aurora Student</a> within <b>one week</b> of receiving the Welcome Email
<input type="checkbox"/>	P	Licensure	Trainees are required to obtain the appropriate licensure
<input type="checkbox"/>	Q	Liability	Post PhD Trainees are required to provide proof of appropriate liability insurance to their home program
<input type="checkbox"/>	U	Respond to University of Manitoba Photo ID Card request from PGME Office	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 <a href="#">aurora</a> , under personal information.

			<p><b>Personal Information</b> <b>Enrolment &amp; Academic Records</b></p> <p><b>Personal Information</b></p> <p><b>Important Student Email information:</b></p> <p>Please note, your UM Student Email account is used for all un</p> <p>Don't have an account yet? Learn more about the student em:</p> <p>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.  <b>Order ID Card</b>  Name Change  Change Residency Status</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>
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**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>	<p>As soon as you have received your Letter of Offer, apply for these checks and have them sent to:</p> <p><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</p> <p><b>Please Note: A Winnipeg address is required for Criminal Record Check applications</b></p>
<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>	
<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"/>	J	Residents must respond to the onboarding package by submitting all payroll and benefit forms by the deadline dates as per instructions	

<input type="checkbox"/>	K	Complete Immunization & N95 Fit Testing Requirements – <a href="#">Website Link</a>	<ul style="list-style-type: none"> <li>As soon as you have received your Letter of Offer, Trainees must contact one of the Occupational Health Units to schedule an appointment within <b>a minimum of 2 months</b> prior to commencement of training.</li> <li>Complete &amp; submit forms directly to an OESH Office at <a href="mailto:oesh@wrha.mb.ca">oesh@wrha.mb.ca</a> or at other OESH site</li> </ul>
<input type="checkbox"/>	L	Benefits	Please refer to your Fellowship Agreement
<input type="checkbox"/>	M	Create SOGICA Vault Account	<p>After receiving employee number from <a href="mailto:healthcarecareers@mb.ca">healthcarecareers@mb.ca</a> and completing onboarding package, create a SOGICA Vault account.</p> <ul style="list-style-type: none"> <li><a href="#">Create Your Account and Log In</a></li> </ul>
<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>
<b>Final Tasks Prior to Commencement of Training</b>			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	T	Receive Requisition Form for HSC Facility Access Card	<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 Card and take it to: <b>Security Services, MS245 Building (2<sup>nd</sup> Floor Orange zone) Health Sciences Centre</b></li> </ul>
<input type="checkbox"/>	X	Complete Personal Health Information Act (PHIA)	Online through UM Learn

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