



## Registration Checklist

### Returning/Continuing Trainee Checklist

(From Specialty to Subspecialty Training Program within U of M)

**PLEASE NOTE:** If there is a training gap of six (6) months and longer, please follow the “Resident Checklist”

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 (TIF)	<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"/>	D	Update Personal Information in Aurora Student (if applicable)	<a href="#">Aurora Student</a>
<input type="checkbox"/>	E	Update Personal Information in Entrada (if applicable)	<a href="https://entrada.radyfhs.umanitoba.ca/">https://entrada.radyfhs.umanitoba.ca/</a>
<input type="checkbox"/>	V	Submit copy of valid Permanent Resident Card (if applicable)	Email a clear copy to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a>
<input type="checkbox"/>	V	Submit copy of valid Work Permit (if applicable)	
<input type="checkbox"/>	K	University of Manitoba COVID-19 Proof of Vaccination	Please submit your COVID-19 proof of vaccination to <a href="mailto:regpgme@umanitoba.ca">regpgme@umanitoba.ca</a>
<input type="checkbox"/>	S	Complete & submit the Canadian Post M.D Education Registry Form(CAPER)	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>
Shared Health (Shared Health/Employer) Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<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>
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.

**Canadian Medical Protective Association (CMPA) / Liability Insurance Checklist**

Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	Q	Apply/Renew CMPA Membership <a href="http://www.cmpa-acpm.ca/en/membership/member-self-service">www.cmpa-acpm.ca/en/membership/member-self-service</a>	<ul style="list-style-type: none"> <li>The application must be submitted <b>one week</b> after receiving the Welcome Email</li> </ul>
<b>Final Tasks Prior to Commencement of Training</b>			
<input type="checkbox"/>	T	Receive Requisition Forms for HSC Facility Access Card (HSC Security Card) from PGME Office  Lab Coats	<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 the requisition form for the HSC Facility Access Card and take it to <b>Security Services, Room MS-245, Thorlakson Building (2nd Floor Orange zone), Health Sciences Centre</b></li> <li>Information regarding <b>lab coats</b> will be sent to trainees by PMAO</li> </ul>

**\*\* 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 the commencement of training or payment.**