ICRE 2018

Credentials and Examinations

Presenter: Chantal Benoit (Manager)
Thursday October 18, 2018
Traditional Jurisdiction Approved Training
Practice Ready Assessment (PRA)
Academic Certification

Routes to Certification

ACGME Accredited Training
Practice Eligibility Route for Subspecialists (Per-Sub)
Practice Eligibility Route (PER)
CMQ Specialist Route
Routes to Certification

• Traditional
  • Residency training completed in an accredited training program in Canada

• ACGME Accredited Training
  • Residency training completed in an ACGME accredited training program in the United States

• Jurisdiction Approved Training
  • Residency training completed in one of the Royal College’s 29 approved jurisdictions

• Practice Ready Assessment (PRA)
  • Internationally trained physicians. Must be initiated by the MRA’s
Routes to Certification

- Practice Eligibility Route (PER)
  - Internationally trained physicians who are currently licensed and practicing in Canada
- CMQ Specialist Route
  - Physicians certified by the CMQ via examination in a Royal College specialty or subspecialty
- Academic Certification
  - Internationally trained physicians who are teaching at a Canadian university with a rank of full or associate professor
- Practice Eligibility Route for Subspecialists (PER-sub)
  - Subspecialists licensed and practicing in Canada. Must be Royal College certified in primary discipline.
Routes to Recognition

• Subspecialty Examination Affiliate Program (SEAP)
  • For those who are enrolled as a fellow in an accredited subspecialty training program in Canada within the acceptable dates for their subspecialty
  • Leads to attestation of their success at the exam and an invitation to become a Royal College Subspecialist Affiliate

• Area of Focused Competence (AFC Diploma)
  • For those who are enrolled in an accredited AFC Diploma program in Canada
  • Leads to Diploma Designation or Diplomate Affiliate Designation

• Practice Eligibility Route for Areas of Focused Competence (PER-AFC)
  • For those who are currently practicing in an Area of Focused Competence
  • Leads to Diploma Designation or Diplomate Affiliate Designation
Subspecialty Examination Affiliate Program (SEAP) Update

- SEAP is available to all subspecialties

**Important note for all candidates:**

- SEAP does not lead to Royal College certification
- The FRCPC/FRCSC designation cannot be used
- SEAP grants Affiliate status
Practice Eligibility Route for the Subspecialty Examination Affiliate Program (PER-SEAP)

Update

• Licensed, internationally-trained physicians who are currently practicing in Canada in recognized Royal College subspecialties, but without Royal College certification in a primary specialty

• PER-SEAP is now open. The first application deadline was August 31 for the examinations of 2019
Spring Cycle of Assessment

Spring application deadline
April 30

CITER
May (Internal Medicine & Pediatrics)

Questionnaire
Sept 1 for 2019 only (SF moving to Fall)

E-CCT
Oct 1

Exams
April-June

Exam registration closes
Jan 13

“New” E-FITER
Jan 12

Exam Eligibility
“Ruling”
Nov/Dec

Exam results sent

Medical Regulatory Authorities are notified of newly certified

Unsuccessful candidates who are still eligible can register for the exams of the following year

Medical Regulatory Authorities are notified of newly certified
Fall Cycle of Assessment

- Application deadline: August 31
- Questionnaire: SF only – Feb 15
- E-CCT: Feb 15
- Exam Eligibility: “Ruling” March/ April
- Exam results
- Exams: Sept-Nov
- Exam registration closes: May 15
- Medical Regulatory Authorities notified of newly certified
- E-FITER: May 15
- Unsuccessful re-register
Important Changes

Rulings on Examination Eligibility

A ruling is valid for three consecutive years for the certification examinations

Changes:
• Study plan eliminated
• Additional training eliminated
• 5 attempts total
Result letters
Pass

Dear [Last Name],

Congratulations on successfully completing the examinations leading to certification in the specialty of [SPEC]. The scores you have submitted fulfill all the requirements of certification by the [College/Board of Governors of Canada or similar].

You will be notified by your local board or association of your Certification status. However, I suggest that you forward this letter to your local board or association, as your passing score will also prevent you from having to re-sit the examination in the future.

If you are not already a member of the College, you are invited and encouraged to apply for admission to Fellowship. In the event that you are a member of the College and are interested in Fellowship, you are invited to contact the Fellowship office for more information.

- [College Name]: [College's website]
- [College Name]: [Contact information]

If you have any questions, please contact the Membership Services Centre at the following telephone number:[ ]

May your next best work for success in your future professional endeavors.

Sincerely,

[Signature]

[Director of Membership]

[Director of Education]
Dear [LASTNAME],

I regret to inform you that you were unsuccessful at your recent examination leading to Certification in [SPEC]. A brief summary of your performance prepared by the Chair of the Examination Committee is enclosed. The report of this report is to provide you with an indication of where you fell short of the required standards. Further details of your performance are unavailable.

Your eligibility for the examination has now expired. Please consult the Policies and Procedures for Certification and Fellowship. Candidates who have exhausted their eligibility under section 5.7.5 may only reapply for examination eligibility upon substantive changes in their application pursuant to the review of a ruling process set out in section 5.4.

Requests must be addressed to the Office of Education - Credentials Unit at credentials@royalcolleges.ca

Sincerely,

[Vinor N. Name MD MD (Hon) FRCPC]
Chair, Assessment and Evaluation, Royal College of Physicians and Surgeons of Canada (Collège royal des médecins et chirurgiens du Canada)

R.S. McLaughlin Professor of Medical Education | R.S. McLaughlin Professeur d’études médicales Professor of Anesthesiology | Professeur d’anesthésie-

University of Ottawa | Université d’Ottawa

The Royal College must have your current mailing address, email and telephone number(s) at all times.
## 5.7 Renewal of Examination Eligibility

### 5.7.1
A candidate whose eligibility for the examinations leading to Royal College certification has expired after three (3) years through failure on the examinations or through failure to appear at the examinations may apply up to two (2) times for one additional year of eligibility for the examination, resulting in a maximum of five (5) years of eligibility.

### 5.7.2
A renewal of eligibility is valid only for the examination session in the year following the granting of the renewal.

### 5.7.3
If a candidate chooses not to renew their eligibility in the fourth or fifth year, then the candidate loses that year of eligibility. The only exception is a circumstance where the Royal College has granted a deferral of eligibility (see Section 5.8).

### 5.7.4
Application for the renewal of eligibility must be made by the deadline in the year before the candidate wishes to be examined.

### 5.7.5
A candidate will be granted no further eligibility on the occurrence of either of the following:
- exhausted five years of eligibility; or
- five years have passed from their initial grant of eligibility.

### 5.7.6
Candidates who have exhausted their eligibility under section 5.7.5 may only reapply for examination eligibility upon substantive changes in their application pursuant to the review of a ruling process set out in section 5.4.
Renewal of Examination Eligibility

4th attempt letter

Dear Doctor <LASTNAME>,

Re: Examinations in EXAMPLE:

This letter is to confirm your eligibility for the above named examination in session EXAMPLE. Please note that your eligibility is for EXAMPLE only.

Examination history and further eligibility:

Our records indicate that this is your fourth year of eligibility for the examination.

You have attempted the examination on several occasions. We have provided below a list of the examination attempts provided to you on each attempt:

- 2018: Unscheduled/Exempt: Did not appear
- 2017: Unscheduled/Exempt: Did not appear
- 2016: Unscheduled/Exempt: Did not appear

The Policies and Procedures for Certification and Fellowship (the “Policy”), Section 5.7.1 states:

“A candidate whose eligibility for the examination leading to Royal College certification has expired after three (3) attempts, or has failed an examination more than once, may request that the period of eligibility be extended for up to two (2) years for one additional year of eligibility for the examination, resulting in a maximum of five (5) years of eligibility.”

If you are unscheduled or choose not to appear at the EXAMPLE examination, you will only be eligible to reattempt your examination in one (1) additional year of eligibility.

The full renewal policy can be viewed in Section 5.7 of the Policy which is available at http://www.royalcollege.ca/rcp/certification-examinations/exam-eligibility.e

Exam preparation:

We have enclosed with this letter tools and materials that may help you prepare for the examination. These materials are intended to support candidates in developing study plans for the examination. Although not mandatory, we strongly recommend that you prepare for the examination following the tool and materials provided. Applicants who follow a formalized study plan for the examination have a greater chance of success.

Exam registration:

- Information regarding your examination registration will be sent to you by email. If you do NOT receive your registration form by December 1, please contact the Credentials Unit by email at credentials@royalcollege.ca.
- The registration forms and payment must be submitted to the Royal College by the end of January 15. EXAMPLE. Registration forms will still be accepted after the date.

I wish you success on this examination. Should you have any further questions or concerns please do not hesitate to contact the Credentials Unit at credentials@royalcollege.ca or 1-888-267-3320.

Sincerely,

[Signature]

Vera H. Naik MD MSc FACPC
Director, Assessment & Evaluation
Royal College of Physicians and Surgeons of Canada | Collège royal des médecins et chirurgiens du Canada

<EXAMPLE>

NOTE: The Royal College must have your correct mailing address, email and telephone number(s) at all times.
Dear Doctor <LASTNAME>,

Re: Examinations in [EXAMPEC]

This letter is to confirm your eligibility for the above-named examination in season, [EXAMPER]. Please note that your eligibility is for [EXAMPER] only.

Examination history and further eligibility:

Our records indicate that this is your final year of eligibility for the examination.

You have attempted the examination on several occasions. We have provided below a list of the examination attempts provided to you on each attempt:

- 2015: <outcome of attempt> not appear
- 2016: <outcome of attempt> not appear
- 2017: <outcome of attempt> not appear
- 2018: <outcome of attempt> not appear

The Policies and Procedures for Certification and Fellowship (the "Policy") states:

5.7.1 A candidate's eligibility for the examination leading to Royal College certification has expired after three (3) years through failure on the examination. A candidate who has failed the examination two (2) times has the option of re-taking the examination, up to two (2) times for one additional year of eligibility for the examination, resulting in a maximum of five (5) years of eligibility.

5.7.5 A candidate will be granted no further eligibility on the occurrence of either of the following:

- a six-month period of eligibility; or
- two years have passed from their initial year of eligibility.

If you are unsuccessful or choose not to appear at the [EXAMPER] examination, you will not be eligible to apply for an additional year of exam eligibility. The full renewal policy can be viewed in Section 5.7 of the Policy which is available at [RENEWAL POLICY LINK].

Exam preparation:

We have enclosed with this letter the study tool and material that may help you prepare for the examination. These materials are released to support candidates in developing study plans for the examination. Although not mandatory, we strongly recommend completing a formal plan as an effective preparation. Your institution can assist you in developing a formal study plan for the examination from a greater number of sources.

Exam registration:

- Information regarding your examination registration will be sent to you by email. If you do not receive your registration form by December 1, [year] please contact the Credentials Unit by email at credentials@rcptcollege.ca.
- The registration form and payment must be submitted to the Royal College by the deadline of January 15, [EXAMPER]. Registration forms will not be accepted after this date.

I wish you success on this examination. Should you have any further questions or concerns, please do not hesitate to contact the Credentials Unit at credentials@rcptcollege.ca or 1-800-367-2130.

Sincerely,

[Signature]

Vince N. Wall MD MMed FRCPC
Director, Assessment | Director, Evaluation
Royal College of Physicians and Surgeons of Canada | Collège royal des médecins et chirurgiens du Canada

Notes:

- The Royal College must have your correct mailing address, email and telephone number(s) at all times.
Renewal of Examination Eligibility

No further eligibility letter

Dear [Doctor’s Name],

For Examinations in [EXEMPEP]

The Royal College of Physicians and Surgeons of Canada has reviewed your current eligibility status in relation to the planned examination. I wish to inform you that on the basis of the Policies and Procedures for Certification and Fellowship (the “Policy”), you will not be granted further eligibility for the examination.

Section 3.7 of the Policy permits candidates whose eligibility for the examinations leading to Royal College certification has expired to apply for renewal of eligibility. Section 3.7.3 of the Policy states that:

A candidate will be granted no further eligibility on the occurrence of either of the following:

- Exhausted five years of eligibility;
- Five years have passed from the initial grant of eligibility.

Our records indicate that you have attempted your Royal College examination more than the maximum allowable eligibility. The Royal College has therefore ruled that you will not be granted further eligibility for your examination in [EXEMPEP].

Pursuant to Section 5.5 of the Policies and Procedures for Certification and Fellowship, www.rcpsc.ca, an exam of December on a Royal College registry must be submitted to the Director of Assessment by registered or certified mail within 30 working days of the date of the final ruling, with a written statement of the reasons for the refusal. Section 5.7.6 states candidates who have exhausted their eligibility under sections 5.7.5 may only reapply for examination eligibility upon substantiation changes in their application pursuant to the review of the ruling process set out in section 5.4.

Sincerely,

[Signature]

[Address]

[NOTE: The Royal College must have your current mailing address, e-mail and telephone number(s) at all times.]

Section 1.4, 5.5 and 5.7 of the Policy are attached here for your information. All the policies can be viewed on the Royal College website as noted above. If you have any questions or concerns, please contact the Credentials Unit at credentials@rcpsc.ca or 1 866 267 3335.
Deferrals

Deferral letter

Dear [NAME],

The review your letter of [date].

On behalf of the Royal College, I wish to inform you that on exceptional [your eligibility attempts for the [specialty]] [year(s)], for the above-named examinations, [have/has] been deferred.

You are therefore eligible for the [specialty] examinations of 2018, 2019, and 2020.

Examination registration:

Information regarding your examination registration will be sent to you by email. If you do NOT receive your registration form by [date], please contact the Credentials Unit by email at [email address].

OR

Information regarding the examination registration has been sent to your email account. A new account may have been provided in your application. If you have not received your registration form, please contact the Credentials Unit by email at [email address].

The examination fee and payment must be submitted to the Royal College by the deadline of [date].

Your specialty certification will commence when you have satisfied the training and examination requirements.

For more information, please consult the Policies and Procedures for Certification and Fellowship manual on our website at [website].

Should you have any further questions, please do not hesitate to contact the Credentials Unit at [contact information].

With kind regards and good wishes for your success.

Sincerely,

[VINAY NAGI, MD, MSc, MBA, MSc, FRCPC]
Director, Accreditation and Fellowship Evaluation
Royal College of Physicians and Surgeons of Canada

NOTE: The Royal College must have your correct mailing address, email and telephone number(s) at all times.

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Deferral policy

**5.8 Renewal of Examination Eligibility**

5.8.1 A candidate whose eligibility for the examinations leading to Royal College certification has expired after three (3) years through failure on the examinations or through failure to appear at the examinations may apply so to have (2) times for one additional attempt at the examination, resulting in a maximum of five (5) years of eligibility.

5.8.2 A renewal of eligibility is valid only for the examination session in the year following the granting of the renewal.

5.8.3 If a candidate chooses not to renew their eligibility in the fourth or fifth year, then the candidate loses that year of eligibility. The only exception is a circumstance where the Royal College has granted a deferral of eligibility (see Section 5.9).

5.8.4 Application for the renewal of eligibility must be made by the deadline in the year before the candidate wishes to be examined.

5.8.5 A candidate will be granted no further eligibility on the occurrence of either of the following:

- Exhusted five years of eligibility;
- Five years have passed from their initial grant of eligibility.

5.8.6 Candidates who have exhausted their eligibility under section 5.2.5 may only reapply for examination eligibility upon substantive changes in their application pursuant to the renewal of a ruling process set out in section 5.4.
Important Changes

E-FITER
Questions?
Thank You!

royalcollege.ca • collegeroyal.ca

Presented by: Chantal Benoit | cbenoit@royalcollege.ca | 613-730-8177 x263