



The Royal College of Physicians and Surgeons of Canada
Le Collège royal des médecins et chirurgiens du Canada
774 promenade Echo Drive, Ottawa, Canada K1S 5N8

OFFICE OF EDUCATION
BUREAU DE L'ÉDUCATION

MEMORANDUM

DATE: February 2008

TO: Administrative Assistants
All Canadian Program Directors and their assistant
Associate Deans, Postgraduate Education
Canadian Association of Interns and Residents

FROM: Emily Stephenson,
Manager, Credentials Unit, Office of Education

SUBJECT: **APPLICATION DEADLINES FOR THE ROYAL COLLEGE EXAMINATIONS,
HOW TO REGISTER FOR A ROYAL COLLEGE CERTIFICATION EXAMINATION,
SEVERE FAIL INFORMATION, and
WAIVER OF TRAINING REVISED POLICY**

APPLICATION DEADLINES:

Enclosed please find a copy of a notice about the **DEADLINES** for applications for preliminary assessment of training for the examinations of the Royal College and a detailed outline of "How to register for the Royal College certification examinations." The assessment deadlines are also available on the Royal College Web Site: http://rcpsc.medical.org/residency/certification/deadassess_e.php. Please pay particular attention to the 3 step process at http://rcpsc.medical.org/residency/certification/rules_e.php.

It would be appreciated if all specialty program directors notify residents of their responsibility to apply for assessment of credentials and training before the specified deadline. E-mailing or posting the information can assist in ensuring that residents are aware of important deadlines.

You will find enclosed a form to be used by Program Directors when a resident is requesting part-time training, as well as a sample of a syllabus.

SEVERE FAILURE:

The severe fail category applies to those candidates whose performance is generally at least two standard deviations below the failure mark. This level of performance indicates that a candidate would not be successful on further examination attempts without further training or other appropriate intervention. Only a very small number of candidates (1.68% of all candidates in 2007) fall into this category.

... 2

**SUBJECT: APPLICATION DEADLINES FOR THE ROYAL COLLEGE EXAMINATIONS,
HOW TO REGISTER FOR A ROYAL COLLEGE CERTIFICATION EXAMINATION,
SEVERE FAIL INFORMATION, and
WAIVER OF TRAINING REVISED POLICY**

Please see the attached notification for additional information on severe failure. This information is available in the information booklet sent to the residents with the examination registration form but we wanted to ensure that all Postgraduate Medical Education Offices and their program directors are aware of this category of failure.

WAIVER OF TRAINING:

A change has been made to Section IV, 4.3.2 of the Policies and Procedures manual. The most important changes to this policy are:

- all waivers must be approved by the Postgraduate Dean
- no waivers will be granted after the certification examination has been taken
- a defined time-frame of a waiver of training for different length of programs
- a waiver is defined as being granted only to a resident whose performance is exceptional
- the policy is harmonized between the College of Family Physicians of Canada (CFPC) the Collège des médecins du Québec (CMQ) and the RCPSC

Please see the attached notification for the detailed waiver of training after a leave of absence from residency. It will be posted on our Web Site in the *Policies and Procedures for Certification and Fellowship* at http://rcpsc.medical.org/residency/certification/index.php?page_title=Credentials as the updated policy 4.3.2 within the next month.

Your collaboration is most important and much appreciated.

Enclosures: deadline memorandum
 how to register for the Royal College certification examination
 part-time training form with syllabus (for your information only)
 severe fail information
 waiver of training policy revised policy



The Royal College of Physicians and Surgeons of Canada Le Collège royal des médecins et chirurgiens du Canada

REGISTRATION FOR THE CERTIFICATION EXAMINATIONS IS A THREE STEP PROCESS - CREDENTIALS AND EXAMINATION DEADLINES MUST BE FOLLOWED

- STEP 1** All residents who wish to take the RCPCSC certification examinations must first have their training assessed by the Credentials Unit. The application is not considered complete unless the assessment fee is submitted with the complete application. The deadline for the application for assessment of training is April 30th the year before you wish to take the certification examinations. Penalty fees must be paid for late applications.
- STEP 2** Applicants will receive a letter regarding eligibility for the certification examinations from the Credentials Unit in December of the year the application is submitted.
- STEP 3** Applicants must complete and submit the examination registration forms, which are mailed with the letter of eligibility, by February 1st of the examination year. The registration is not considered complete unless the examination fee is submitted with the examination registration forms.

DEADLINE DATES FOR SPRING 2009 EXAMINATIONS

Specialties	Season	Type of Exam	Preliminary assessment of training form returned to RCPCSC by	Examination Registration Form returned to RCPCSC by
			<i>Canadian and American training</i>	
Anatomical Pathology	Spring	primary	April 30, 2008	February 1, 2009
Anesthesiology	Spring	primary	April 30, 2008	February 1, 2009
Cardiac Surgery **	Spring	primary	April 30, 2008	February 1, 2009
Community Medicine	Spring	primary	April 30, 2008	February 1, 2009
Dermatology	Spring	primary	April 30, 2008	February 1, 2009
Diagnostic Radiology	Spring	primary	April 30, 2008	February 1, 2009
Emergency Medicine	Spring	primary	April 30, 2008	February 1, 2009
General Pathology	Spring	primary	April 30, 2008	February 1, 2009
General Surgery **	Spring	primary	April 30, 2008	February 1, 2009
Hematological Pathology	Spring	primary	April 30, 2008	February 1, 2009
Internal Medicine	Spring	primary	April 30, 2008	February 1, 2009
Medical Biochemistry	Spring	primary	April 30, 2008	February 1, 2009
Medical Genetics	Spring	primary	April 30, 2008	February 1, 2009
Medical Microbiology	Spring	primary	April 30, 2008	February 1, 2009
Neurology	Spring	primary	April 30, 2008	February 1, 2009
Neuropathology	Spring	primary	April 30, 2008	February 1, 2009
Neurosurgery **	Spring	primary	April 30, 2008	February 1, 2009
Nuclear Medicine	Spring	primary	April 30, 2008	February 1, 2009
Obstetrics & Gynecology	Spring	primary	April 30, 2008	February 1, 2009
Occupational Medicine	Spring	primary	April 30, 2008	February 1, 2009
Ophthalmology	Spring	primary	April 30, 2008	February 1, 2009
Orthopedic Surgery **	Spring	primary	April 30, 2008	February 1, 2009
Otolaryngology **	Spring	primary	April 30, 2008	February 1, 2009
Pediatrics	Spring	primary	April 30, 2008	February 1, 2009
Physical Medicine & Rehabilitation	Spring	primary	April 30, 2008	February 1, 2009
Plastic Surgery **	Spring	primary	April 30, 2008	February 1, 2009
Principles of Surgery	Spring	--	April 30, 2008	February 1, 2009
Psychiatry	Spring	primary	April 30, 2008	February 1, 2009
Radiation Oncology	Spring	primary	April 30, 2008	February 1, 2009
Urology **	Spring	primary	April 30, 2008	February 1, 2009

** In order to take the surgical examination, residents must have passed the Principles of Surgery examination.



The Royal College of Physicians and Surgeons of Canada
Le Collège royal des médecins et chirurgiens du Canada
774 promenade Echo Drive, Ottawa, Canada K1S 5N8

OFFICE OF EDUCATION
BUREAU DE L'ÉDUCATION

How to register for a Royal College certification examination

As a resident in one of the accredited specialty residency programs of The Royal College of Physicians and Surgeons of Canada (RCPSC), you will be eventually taking the Royal College examination to achieve certification in your specialty.

However, before you actually take the examination, you will need to have your residency training assessed by the Royal College to ensure that the specialty specific training requirements have been met in a program that is recognized and approved by the RCPSC. This means you need to complete the assessment application form and mail or fax it to the Credentials Unit before the required deadline.

You are encouraged to apply well in advance of the application deadlines to avoid late penalty fees. There are two examination periods:

- **spring for specialties.** The assessment deadline is April 30, one year before you wish to take the examination; examination registration deadline is February 1 in the year you write the examination and
- **fall for subspecialties.** The assessment deadline is August 31, one year before you wish to take the examination; examination registration deadline is May 15, in the year you write the examination.

For example, if you plan to take a specialty examination in 2009, your application for assessment would need to be submitted before April 30, 2008 (to download the application, visit: http://rcpsc.medical.org/residency/certification/assessment/prelim-assess_e.pdf.) If you are planning to take a subspecialty examination in 2009, your application for assessment of a subspecialty would be required by August 31, 2008 (to download the application, visit: http://rcpsc.medical.org/residency/certification/assessment/additional-specialty-form_e.pdf).

For more information on application deadlines, please visit:
http://rcpsc.medical.org/residency/certification/deadassess_e.php

Assessment of training normally takes at least six months, but will take longer if periods of United States training must be assessed, or if the application requires a supplementary analysis.

If you were already assessed for the Royal College's principles of surgery examinations (surgical specialties only), then you are not required to complete another assessment of training application. However, you must contact the Royal College's Credentials Unit (credentials@rcpsc.edu) before April 30, one year before you intend to take the final surgical specialty examination. After this date, a penalty fee will apply.

... 2

Visit the Royal College's website for Frequently Asked Questions related to the assessment of your training:

http://rcpsc.medical.org/residency/certification/assessment/faqs_e.php

Three steps to taking the Royal College examinations

Step 1: Submit your application for assessment of training

- Complete and submit an application for assessment of training before April 30, one year before you wish to take the certification examinations. For example, if you are to take the examination in 2009, you must apply before April 30, 2008.
- ***Fees:*** pay a non-refundable basic assessment fee of \$460. If you plan to take a subspecialty examination, there is a surcharge of \$230. There is also a surcharge fee of \$230 for the assessment of U.S. training. Your application will be not considered complete unless the assessment fee is submitted with your completed application. Late applications will be subject to penalty fees, which start at \$500 and increase to \$1,000.
- To download the application for assessment for training, please visit:
http://rcpsc.medical.org/residency/certification/assessment/prelim-assess_e.pdf
- To download the application for evaluation of an additional specialty, please visit:
http://rcpsc.medical.org/residency/certification/assessment/additional-specialty-form_e.pdf

Step 2: Receive notification of your eligibility to take the exam

- Receive a letter from the Royal College's Credentials Unit regarding eligibility to take the certification examinations. This letter will be sent out in December of the year your application is submitted. This letter is necessary before you can proceed to Step 3.

Step 3: Submit your examination registration forms

- Complete and submit the examination registration forms to the Royal College before February 1 (by 17:00) of the examination year.
- The registration is not considered complete unless the examination fee is submitted with the examination registration forms.
- ***Fees:*** submit a cheque or money order for the appropriate examination fee (in Canadian funds) with your registration form. Payment by credit card (authorized in Canadian dollars only) is acceptable only if a credit card authorization form is completed.
 - Principles of Surgery: \$510 (Canadian)
 - Comprehensive Objective Examination (all specialties): \$2,810 (Canadian)
 - Written only (some fall subspecialties): \$1,380 (Canadian)

For more information

- Preliminary Assessment of Training:
<http://rcpsc.medical.org/residency/certification/assessment/index.php>
- Frequently Asked Questions:
http://rcpsc.medical.org/residency/certification/assessment/faqs_e.php
- Credentials Unit:
email: credentials@rcpsc.edu
Telephone: 1-800-668-3740 / 613-730-8191.

A word about the fees

Many residents ask why they must pay fees to have their training assessed and to take the examination. The fees help to fund the services required to conduct the assessments as well as to develop and administer the examinations. They do not reflect the true cost of the examination and are subsidized by Fellows of the Royal College.

Assessment of training

- Basic fee \$460
- Surcharge fee for subspecialty: \$230
- Surcharge fee for assessment of U.S. training: \$230

Examination fees

- Principles of Surgery: \$510
- Comprehensive Objective Examination (all specialties): \$2,810
- Written only (some fall subspecialties): \$1,380

All fees are in Canadian funds