



### **Incoming Elective Procedures- International Trainees**

Residents/Fellows who are enrolled in accredited training are eligible to apply for electives at the University of Calgary as follows:

1. **Minimum 8 months** before the desired start date the **trainee** sends the Program Director & Program Administrator (in Calgary)

An elective request including

- A complete CV
- Copy of your passport
- Home Program Support Letter (a letter from the home Program Director confirming the following)
  - Approval and dates of elective
  - Postgraduate Year (PGY level) of trainee
  - Date of Birth and Email of trainee
  - Statement confirming the salary will remain with the home university during the elective

2. **Minimum 6 months** before the start date of the elective, the **Residency Training Program** (in Calgary) uploads the following documents to the PGME SharePoint site.

- Local Program Letter- a letter from the Program Director (in Calgary) outlining
  - Dates of the elective and specialty of elective
  - PGY level of trainee
  - Supervisor and site location of elective

3. The PGME office will:

- Send the trainee instructions for completing the University's online registration.
- Once registration is complete the PGME office will send the Program Administrator (in Calgary) an LMIA exemption form to complete on behalf of the program, (PA: to note there is a \$230.00 LMIA processing fee to be paid by the program for same)
- Inform both AHS-MEO and the CPSA of the upcoming elective. Their respective registration processes may take up to two months to complete, so the trainee should not delay starting the application. Both the AHS MEO and CPSA will contact you directly (please ensure to check junk mail folders)
- Send the trainee a Letter of Engagement (LOE).

4. The Trainee will:

- Complete the University's online registration. A nonrefundable administration fee of \$150.00, in the form of a credit card, must be submitted with your online registration.
- Sign and return the LOE to the University of Calgary Program Administrator.
- Apply for a work permit and travel visa (if applicable) from the Government of Canada. Foreign Medical Residents & Medical Fellows coming to work temporarily in Canadian Clinical Settings or research facilities are not work permit exempt. Government of Canada work permit processing timelines can be

viewed through the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

- Apply for licensure from the College of Physicians & Surgeons of Alberta
- Purchase a criminal record check as requested by the AHS MEO office in their welcome email to you. This may take several weeks to process and must be submitted to Alberta Health Services – Medical Education Office (AHS-MEO) before the start date of the elective. For further clarification, please contact the AHS-MEO office [CAL.MedicalEducationOffice@albertahealthservices.ca](mailto:CAL.MedicalEducationOffice@albertahealthservices.ca). The Alberta Health Services Medical Education Office (AHS-MEO) also deal with requirements that grant clinical access.
- Meet all other AHS credentialing requirements outlined in the welcome memo.

5. Upon Arrival to Canada, the resident submits:

- A valid work permit to PGME and the AHS MEO: A valid work permit is required for foreign health care electives for residents and fellows.

**\*\*FAILURE TO SUBMIT DOCUMENTS/ OR MEET ALL REGISTRATION REQUIREMENTS BY THESE DEADLINES WILL RESULT IN PGME DENYING YOUR ELECTIVE\*\***

**TRAINEES ARE NOT ALLOWED TO HAVE ANY CONTACT WITH PATIENTS UNLESS THEY ARE FULLY CREDENTIALLED BY AHS INCLUDING LICENSURE BY**

**THE COLLEGE OF PHYSICIANS AND SURGEONS OF ALBERTA** <https://cpsa.ca/>

**AND LIABILITY COVERAGE BY THE CANADIAN MEDICAL PROTECTIVE ASSOCIATION** <https://www.cmpa-acpm.ca/en/home>

### **Elective Deadlines- International Residents:**

Elective Start Date Month	Passport, Home and Local Letter on SP (PA)	Web App Invite Sent (PGME)	Web App Registration Due (Resident)	CPSA Profile Started (PGME)	LMIA form on SP (PA)	LOE Sent (PGME)
Jan Elective	01-Jun	07-Jun	15-Jun	15-Jun	20-Jun	20-Jun
Feb Elective	01-Jul	07-Jul	15-Jul	15-Jul	20-Jul	20-Jul
March Elective	01-Aug	07-Aug	15-Aug	15-Aug	20-Aug	20-Aug
April Elective	01-Sep	07-Sep	15-Sep	15-Sep	20-Sep	20-Sep
May Elective	01-Oct	07-Oct	15-Oct	15-Oct	20-Oct	20-Oct
June Elective	01-Nov	07-Nov	15-Nov	15-Nov	20-Nov	20-Nov
July Elective	01-Dec	07-Dec	15-Dec	15-Dec	20-Dec	20-Dec
Aug Elective	01-Jan	07-Jan	15-Jan	15-Jan	20-Jan	20-Jan
Sept Elective	01-Feb	07-Feb	15-Feb	15-Feb	20-Feb	20-Feb
Oct Elective	01-Mar	07-Mar	15-Mar	15-Mar	20-Mar	20-Mar
Nov Elective	01-Apr	07-Apr	15-Apr	15-Apr	20-Apr	20-Apr
Dec Elective	01-May	07-May	15-May	15-May	20-May	20-May