



## **Incoming Electives Procedure - International Trainees**

Trainees enrolled in accredited programs are eligible to apply for electives at the University of Calgary, as follows:

*Please be aware that Postgraduate Medical Education at Cumming School of Medicine, University of Calgary will not authorize Inter-Institutional Agreements (including Program Letters of Agreement or Memorandum of Understanding) for individual international trainees.*

1. **Minimum 8 months** before the desired start date, the trainee contacts the Program Director and Program Administrator in Calgary to request an elective and submits the following:
  - A complete CV.
  - Copy of passport.
  - Home Program Support Letter – a letter from the trainee’s home Program Director confirming the following:
    - Approval and confirmed dates of elective.
    - Trainee date of birth, email, and postgraduate year/level (PGY) at the time of elective.
    - Statement confirming the salary will remain with the home university during elective.
2. **Minimum 6 months** before the start of the elective, the Residency Training Program (in Calgary) uploads the following documents to the PGME SharePoint site:
  - Local Program Support Letter - a letter from the University of Calgary Program Director outlining:
    - The dates and type of elective.
    - The PGY level of the trainee at the time of elective.
    - The trainee’s supervisor.
    - Site (location) of elective.
  - Home Program Support Letter – a letter from the trainee’s home program in support of the elective, as outlined above.
  - Copy of passport.
3. **The PGME office:**
  - Provides the trainee with instructions for online registration (a non-refundable administration fee of \$150.00, payable by credit card, must be submitted with 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 (note: there is a **\$230.00 LMIA processing fee** to be paid by the University of Calgary program for same).
  - Informs both the Alberta Health Services – Medical Education Office (AHS-MEO) and the College of Physician & Surgeons of Alberta (CPSA) of the upcoming elective. As their respective registration processes may take up to two months to complete, the trainee should not delay commencing the applications. Both AHS-MEO and CPSA will contact the trainee directly (please ensure to check junk email folders).
  - Provides the trainee with a Letter of Engagement (LOE), which the trainee must sign and return to the

**4. Additionally, the trainee will undertake the following:**

- Apply for work permit and travel visa (if applicable) from the Government of Canada. International medical trainees engaging in temporary positions in Canadian clinical settings or research facilities are not work-permit exempt. Processing times for Government of Canada work permits can be accessed at [Check processing times - Canada.ca](http://Check processing times - Canada.ca).
- Apply for licensure from the CPSA.
- Purchase a criminal record check, as requested by the AHS-MEO office in their welcome email. This may take several weeks to process and must be submitted to AHS-MEO before the start date of the elective. For further clarification, please contact the AHS-MEO at [cal.medicalEducationOffice@ahs.ca](mailto:cal.medicalEducationOffice@ahs.ca). The AHS-MEO also manages the requirements to grant clinical access.
- Meet all other AHS credentialing requirements, as outlined in their welcome email.
- Submit valid work permit to PGME office and AHS-MEO.

**\*\*FAILURE TO SUBMIT DOCUMENTS AND/OR MEET ALL REGISTRATION REQUIREMENTS BY THESE DEADLINES WILL RESULT IN PGME DENYING THE TRAINEE’S ELECTIVE\*\***

**TRAINEES ARE PROHIBITED FROM CONTACT WITH PATIENTS UNLESS THEY ARE FULLY CREDENTIALIAED BY AHS, INCLUDING:**

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

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

**Elective Deadlines- International Trainees:**

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