

NEW TRAINEE REGISTRATION CHECKLIST

Welcome to postgraduate training at the University of Calgary. In order to make your transition to training in Calgary as smooth as possible, we have developed the following checklist. Tasks should be completed as soon as possible to avoid a delay in starting your training.

To be completed prior to your start date (specific deadlines can be found in the notification email):

- Complete and submit the PGME online registration form, which includes payment of the annual administration fee (if applicable).
- Set up your UCalgary email address once you receive notification from the PGME office to do so. This can not be completed until the PGME office has processed your registration.
- Provide your UCalgary email address to the PGME office.
- Return of your signed Letter of Engagement (LOE) to your Program Administrator. Both pages need to be returned, not just the signature page.
- Register with College of Physicians and Surgeons of Alberta (CPSA) and provide a copy of your practice permit to your Program Administrator and the Alberta Health Services Medical Education Office (AHS MEO).
- Register with the Canadian Medical Protective Association (CMPA) and send proof of coverage to your Program Administrator.
- Complete your Criminal Record Check and Vulnerable Sector Search. Send the original record check document to the CPSA and a copy to the AHS MEO.
- Send a copy of your vaccination record to the AHS MEO.
- Sign the Confidentiality Agreement and return it to the AHS MEO.
- Complete the PMGE/AHS Online Orientation for new trainees.

To be completed after the start of the academic year:

- Pay your University of Calgary tuition prior to the tuition deadline. For tuition deadlines, please check the University of Calgary calendar.
- Update your contact information (home, phone and email addresses) in the My UCalgary portal and with your Program Administrator as needed.
- Check your UCalgary email address for your verification of enrollment letter.
- If applicable, submit government student loan forms to finaid@ucalgary.ca for completion.