



## Postgraduate Medical Education UNIVERSITY OF TORONTO

Thank you for your interest in an elective with the University of Toronto. For Canadian citizens and Permanent Residents please register at <https://electives.pgme.utoronto.ca/pgme/electives/index.cfm>

Please remember this is not an "elective-request" system -- it is assumed that you will have already made arrangements with the preceptor and both Program Directors for the elective. This on-line elective system is designed to formalize approvals and input documentation required to ensure formal registration in the University of Toronto PGME registration and evaluation system (POWER).

Once you enter the on-line elective system at:

<https://electives.pgme.utoronto.ca/pgme/electives/index.cfm> you will be required to create an account and input your personal information, current training program, University of Toronto program and time period of the anticipated elective. You will then upload the following mandatory documents:

- Medical degree
- CV
- Citizenship
- Immunization record
- CMPA / CMQ (UBC and Quebec Learners exempt)

We ask you to input the email addresses of:

- Your home program director at your medical school
- The University of Toronto preceptor (with whom you have already arranged the elective)
- The University of Toronto Program Director/Program Administrator from the drop down list (with whom you have already arranged the elective)

Once your elective information is complete and you submit electronically, emails will be sent for approval in succession to these individuals.

When the approvals are complete, the registration information will then be entered to the POWER registration system and you will receive a Letter of Appointment (LOA) to be approved by you, electronically sign and returned to the PGME Office. This information will then be forwarded to the College of Physicians and Surgeons of Ontario (CPSO) on your behalf.

If you are from out-of-province Canadian medical school you are required to apply to the CPSO for an educational license for the period of your elective.

Be advised all NEW to the University of Toronto postgraduate medical residents, clinical and research fellows who are Canadian citizens/Permanent Residents must submit a Vulnerable Sector Screen (VSS) report prior to the start of training. The VSS report is to be requested from your local police station and is valid for 6 months.

Please allow:

4-6 weeks for processing time for Ontario trainees

8-12 weeks for Canadian out of province trainees

10-14 weeks for out of country Canadian/PR trainees

If you have any questions, please direct them to University of Toronto PGME Office:

[uoftpgselectives.pgme@utoronto.ca](mailto:uoftpgselectives.pgme@utoronto.ca)

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