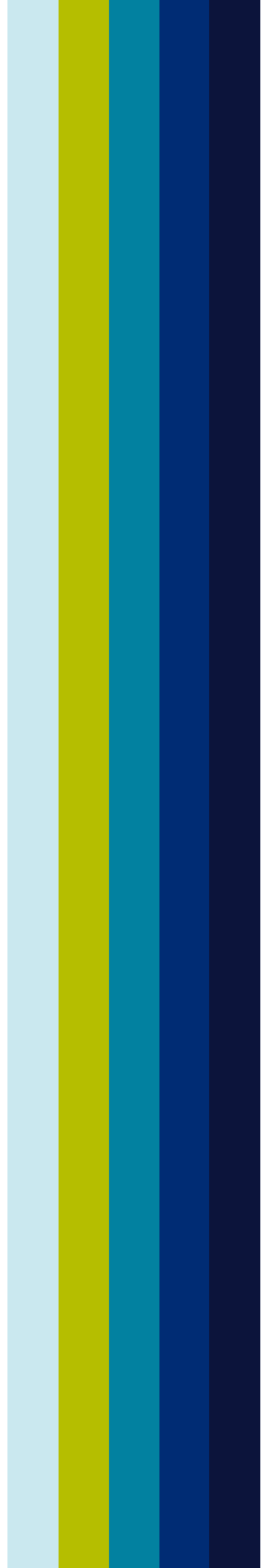


Practice Ready Ontario Application Guide



Prepared by Touchstone Institute



Practice Ready Ontario

Practice Ready Ontario offers a route to practice in the province for internationally trained family physicians with demonstrated competence and in-depth practice experience outside Canada. It aligns with the [Medical Council of Canada's National Assessment Collaborative pan-Canadian standards](#) for practice ready assessments.

This guide is designed to facilitate your use of the Practice Ready Ontario application portal and the submission of your application.

Practice Ready Ontario's application portal is supported by the following browsers:

PC	Mac
Chrome*	Chrome*
Microsoft Edge	Safari
Firefox	Firefox

****Recommended for the best user experience.***

Please visit the Practice Ready Ontario [website](#) to review the eligibility criteria, the program overview and deadlines.

If you have any questions, please contact pro.info@tsin.ca.

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About this Document

This document explains, step-by-step, the application process to Phase 1 of the Practice Ready Ontario program. For general information about the program and the application process visit the Practice Ready Ontario [website](#).

Before you get started

Practice Ready Ontario has a multi-step application process. Meeting the minimum requirements for each phase does not guarantee that an applicant will be selected to advance to the next phase of the program.

Touchstone Institute reserves the right to change the minimum eligibility requirements at any time without notice and Practice Ready Ontario does not advise potential applicants regarding eligibility.

- **Phase 1:** program administrators determine the eligibility of applicants. This includes a review of medical qualifications, postgraduate training and rotations, and the hours of independent practice. Applicants will then be deemed eligible or ineligible.
- **Phase 2:** eligible applicants who are also chosen to proceed submit evidence of certain requirements, write the Therapeutics Decision-Making Examination, interview and apply for a restricted license through the CPSO. Reaching the second phase does not guarantee being selected to enter the program and the clinical field assessment.
- **Phase 3:** selected candidates complete a program orientation followed by the 12-week clinical field assessment. All candidates will be required to sign a return of service agreement with the Ontario Ministry of Health before they start their clinical field assessment.
- **Return of Service:** candidates who successfully complete this clinical field assessment will be required to enter into a three-year agreement with the Ministry of Health and complete any other applicable licensure requirements.

When completing your application, read the instructions and answer each question carefully. Any errors, discrepancies, or omissions will delay review of your application and may deem it ineligible. You are responsible for your application and completing all requirements exactly as outlined.

Ensure that the email address you use is secure. Please advise Touchstone Institute if your email address has changed. **Receipt of application submission does not confirm eligibility for Practice Ready Ontario.**

Prepare all required documents in advance, including ensuring all documents are source verified and translated to English or French where applicable, as proof of documentation will be requested if applicants are invited to move forward to Phase 2. Please ensure all requested documents required for the Phase 1 application are uploaded onto physiciansapply.ca and shared with Touchstone Institute.

Creating an Account

Before creating an account, review the [minimum eligibility criteria](#) to ensure you are eligible for Practice Ready Ontario.

New Users

1. Go to portal.tsin.ca
2. Select “Click here” to create an account without an activation code.
3. Enter your full name (first and last), primary email address, and select PRO as the program.
4. You must fill out your gender, birth country, birth date and Medical Identification Number for Canada (MINC) **as per your MINC registration.**
 - Your MINC number must be entered in this format: CAMD-####-####
5. Select “Validate” to create an account. The system will need to validate your MINC before you are able to create an account.
6. Once your MINC is validated, you will be prompted to create a secure password. Click “Create Account” to complete creating your account.
 - Your password must be at least eight characters and are case-sensitive. It is recommended to create a strong and secure password.
7. Practice Ready Ontario will send important updates and information regarding your application to the email address used when you created your account. **Please provide an email address that is secure and that you check frequently.**
8. You will receive an email from no-reply@tsin.ca that confirms that your account has been created successfully. If you do not receive your verification email within one hour, please check your junk or spam folder.

Should you encounter any issues while creating your account, please email pro.info@tsin.ca for assistance.

Returning Users

1. Once you have created an account, sign in at portal.tsin.ca.
2. When prompted, select “Assessments” and then “PRO” as the assessment.
3. You will be given an overview of the Practice Ready Ontario program. Select “Continue” if you wish to proceed to applying.
4. You will be provided with a summary of the eligibility requirements. You must meet the minimum requirements to be eligible for Practice Ready Ontario. Select “Continue” if you wish to proceed to applying.
5. Select Phase 1 Application & Screening and click “Apply”. This will open the Phase 1 Practice Ready Ontario application for you.
6. To access a previously started application, select the “In Progress” application from the top section, and select “Continue Application”.
7. To sign out of your account, click the “Logout” button on the top right-hand corner beside your name.

Note: The application portal allows you to save and return to your application at any time. This is done by clicking “Save” at the bottom of each page in the application. If you do not click “Save”, any changes you have made may not be saved. You can save your progress and return to complete your application form, if it has not been submitted, at any time before the application deadline. **Once an application has been submitted changes cannot be made.**

If you need to update your application after submission, please email pro.info@tsin.ca

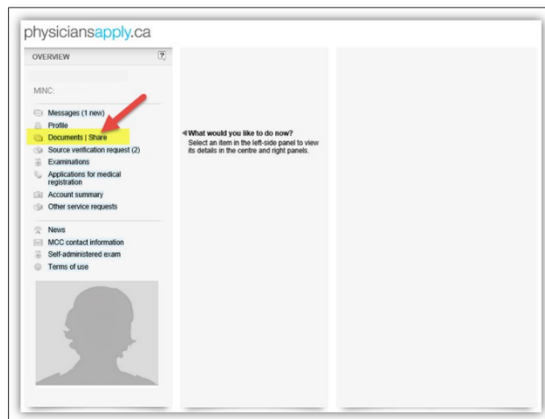
Sharing Documents

You must share each of the following documents with Touchstone Institute through your physiciansapply.ca account to proceed with your Practice Ready Ontario application:

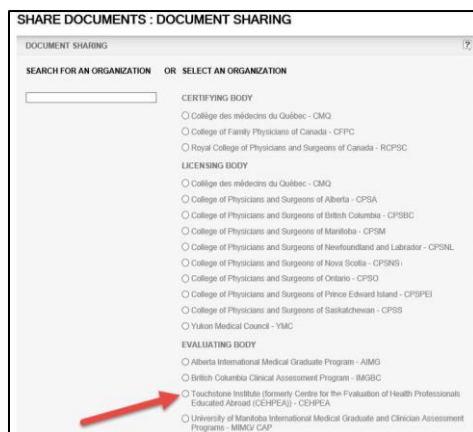
1. Canadian Permanent Resident Card and/or Canadian Passport
2. Medical degree or diploma
3. Transcripts from all medical schools you have attended
4. Postgraduate training documents indicating length of training and discipline from all institutions you have completed postgraduate training at
5. Medical Council of Canada examination results for the following: Medical Council of Canada Qualifying Examination (MCCQE) Part 1, the latest National Assessment Collaboration (NAC) Examination and/or Medical Council of Canada Qualifying Examination (MCCQE) Part 2
6. Licentiate of the Medical Council of Canada (LMCC) status

How to share your documents on physiciansapply.ca

1. Sign in to your physiciansapply.ca account.
2. On the dashboard, click “Share.”



3. Under “Select an Organization,” scroll down to “Evaluating Body” and select “Touchstone Institute (formerly Centre for the Evaluation of Health Professionals Educated Abroad (CEHPEA) (Touchstone).”



Note: If you do not select to share your documents specifically with Touchstone Institute, they will not be accessible to us. This may result in your application not being reviewed.

4. Select the documents you would like to transfer to Touchstone Institute. When you are done, click “Save and Return to Home Page.”
5. The system will then display a confirmation of successful document sharing.

Navigating Your Application

General

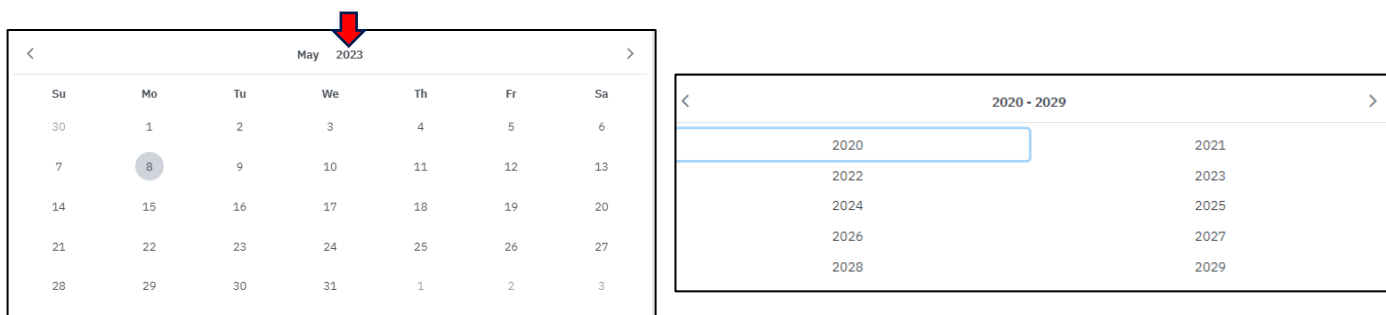
Please fill in all requested information accurately. Mandatory fields are marked with an asterisk (*). You must complete the mandatory fields to move onto the next step and submit your application for consideration.

At the bottom of every page, you will find three buttons:

- 1) **Save:** Saves all the information input into your application. Remember to click “Save” when you want to exit your application and return to it later.
- 2) **Continue:** Once all mandatory fields have been completed, this button will become clickable, and you will be able to move forward to the next step of the application.
- 3) **Cancel:** Selecting this button will return you to the main page, without saving any of your changes. If you would like to return to the main page with your saved changes, hit the Save button first, and then Cancel.
- 4) **Pre-Screening:** If you would like to return to edit your pre-screening answers, there is a button accessible at the top left of your application.

Dates

Enter dates in the following format: MM-DD-YYYY. You can do this manually or click on the calendar icon to select a date. On the calendar, use the arrows to navigate to the desired month. To choose a different year, click on the current year and use the arrows to navigate to your desired date.



Pre-Screening Questions

Applicants for Practice Ready Ontario must review the minimum eligibility criteria to ensure that they qualify for the program. Touchstone Institute reserves the right to change the minimum eligibility criteria at any time without notice.

Meeting minimum eligibility criteria does not guarantee selection for Practice Ready Ontario.

Prior to beginning an application, applicants must answer pre-screening questions.

These pre-screening questions ensure that you meet the minimum eligibility criteria for Practice Ready Ontario. If you answer “No” to any of the below questions you may be ineligible for the Practice Ready Ontario program.

1. Have you completed two years of postgraduate training in family medicine or general practice?
2. Have you had an active, independent practice (patient's Most Responsible Physician) as a family physician or general practitioner for a minimum of three consecutive years in your career?
3. Have you completed 24 weeks (960 hours) of clinical practice as a family physician or general practitioner in the immediately preceding three years (at date of submitting this application)?
4. How many clinical practice hours have you achieved practicing as a family physician or general practitioner in the immediately preceding three years?
5. How many of your above clinical practice hours were virtual based care?
6. Total in person care hours (Auto-filled based on responses above).

Consent to Share Information

In order to proceed with your Practice Ready Ontario application, you must consent to sharing information from your physiciansapply.ca account with Touchstone Institute, the administrators of the program.

In addition to the information, you share directly through your physiciansapply.ca account with us, you will need to agree to allow the Medical Council of Canada to send the following information to Touchstone Institute for the sole purpose of processing your application to the Practice Ready Ontario program:

1. Names, MCC Candidate Code and MINC
2. Canadian Identification document data
3. Participation in other Practice Ready Assessment Programs
4. The number of Practice Ready Assessment attempts (if applicable)
5. The latest results, scores and exam dates for the NAC, QEI and QEII examinations
6. Licentiates of the Medical Council of Canada (LMCC) status (if applicable)
7. The latest TDM result and exam date (if applicable)
8. Information on the following credential documents, if available:
 - a. Medical Degree and transcript
 - b. Internships, Postgraduate Training and Specialty Certificates

For instructions on how to share these documents, refer to [“Sharing Documents”](#) section in this application guide. All documents must be shared with Touchstone Institute immediately following the submission of your Phase 1 application. Failure to do so may lead to your application not being reviewed.

Step 1 – Personal Information

This section collects basic applicant information. The following fields are mandatory:

- First Name
- Last Name
- Email
- Gender
- Date of Birth
- Legal Status in Canada (i.e., Canadian Citizen or Permanent Resident)
- Do you have a valid drivers license?*
- Drivers license type
- Country of Birth
- Primary or Native Language
- Phone Number
- Street Address
- City
- State/Province/Country
- Country
- Zip/Postal Code
- MCC Candidate Code
- Medical Identification Number for Canada (MINC)

Note: You must provide your legal names, as clearly stated on all certificates.

MCC Candidate Code

Your candidate code will be used to verify documents required for your Phase 1 application. In addition to providing your candidate code, you will need to share your documents with Touchstone Institute through your physiciansapply.ca account. For instructions on how to do this, please reference the [“Sharing Documents”](#) section in this application guide.

Medical Identification Number for Canada (MINC ID)

A MINC ID is a unique serial number that is provided to all individuals who enter the Canadian medical education or practice system. This number remains the same throughout your entire medical career. You may have received a MINC ID through physiciansapply.ca when registering for Medical Council of Canada examinations. If you have not received a MINC ID number, you can register for one through physiciansapply.ca.

For more information about MINC, please click [here](#).

Photo Upload

Applicants must upload a current headshot for their application profile. Your file type must be .jpg, .jpeg or .png and must not exceed 1 MB in size.

Examples of acceptable photos include:

- Passport pictures (scanned from current passport accepted)
- Government identification pictures (scanned from original)
- Clear headshot taken with a phone, tablet or computer

To upload a photo:

1. Click the white box that says “Click to upload Photo”
2. Select your photo from your device and click “Open”
3. Your photo should automatically upload into your application. Ensure the photo is clear and fits the size requirements. If your photo is too large, you will not be able to move forward to the next step of your application
 - a. To replace the photo uploaded, click “Delete” and follow the instructions to upload a photo again.

Driver’s License

Applicants must input their driver’s license details by answering the below queries:

- Do you have a valid drivers license?*
- Drivers license type

Upload a copy of driver’s license:

- Applicants must upload a current copy of their driver’s license for their application profile. Your file type must be .jpg, .jpeg or .png and must not exceed 1 MB in size.

Step 2 - Previous & Current PRA Attempts

This section will ask you to provide information on any previous or current Practice Ready Assessment (PRA) attempts. You are required to disclose any other PRA program attempts in any Canadian jurisdiction. Your participation in other PRA programs will be verified by Touchstone Institute. Failure to disclose previous PRA attempt(s) may result in dismissal of your application.

A PRA attempt is defined as the start of the over-time assessment period (clinical field assessment).

An applicant can have a maximum of two PRA attempts in total in Canada regardless of the provincial or territorial jurisdictions where the attempts took place. Attempts must take place within a five-year period. To be eligible for the Practice Ready Ontario program, an applicant can have one previous PRA attempt.

In this section, you will be required to provide the following information:

1. Previous Therapeutic Decision-Making Examination attempts (if applicable)
2. Number of previous PRA attempts and the jurisdiction and outcome (if applicable)
3. What province referred you to the Therapeutics Decision-Making (TDM) Exam?
4. Current participation in a PRA program in another jurisdiction (if applicable)
5. Jurisdiction(s) and date(s) of all PRA attempt(s)

Step 3 - Medical Education

This section will ask you to provide information about your medical education. To be eligible for Practice Ready Ontario, applicants must have a degree in medicine from a medical school that meets the criteria outlined in the following CPSO policy: [“Alternatives to Degrees in Medicine from Schools Listed in the World Directory of Medical Schools published by the World Health Organization.”](#) Your medical education will only be accepted if your medical school is listed in the [World Directory of Medical Schools](#).

Please ensure that your medical degree and medical school transcripts are shared with Touchstone Institute through your [physiciansapply.ca](#) account. You must submit transcripts for all medical schools you have attended.

If your medical degree was completed through multiple medical schools, please click the “Add New” button on the application portal to provide information for all applicable institutions. To remove an entry if you have selected “Add New” accidentally, select the red “Remove” button.

Step 4 – English Language Proficiency

English language proficiency can be demonstrated through one of the following ways.

1. Successful completion of one of the following language proficiency exams:
 - Academic International English Language Testing System (IELTS Academic) with a minimum score of 7.0 in each of the four components, achieved in the same sitting. IELTS results are valid for a two-year period from the date taken.
 - Occupational English Test - Medicine (OET) with a minimum grade of B in each of the four subsets, achieved in the same sitting. OET results are valid for a two-year period from the date taken.
 - Canadian English Language Proficiency Index Program General (CELP-IP-General) test with a minimum score of 9 in each of the four skills, achieved in the same sitting. CELPIP results are valid for a two-year period from the date taken.
2. Completion of an undergraduate or postgraduate medical education in English in one of the countries that have English as a first and native language (see list below); or
3. Current practice in a country or jurisdiction where English is the first and native language and more than 50% of patient care is provided in English (see list below)

There will be a comment box available. This comment box should be used solely to explain exemptions, recent expiry of tests, or cases that need to be clarified.

List of countries that have English as a first and native language:

Australia, Bahamas, Bermuda, British Virgin Islands, Canada, Ireland, New Zealand, Singapore, South Africa, United Kingdom, United States of America, US Virgin Islands; and the Caribbean Islands of Anguilla, Antigua and Barbuda, Barbados, Dominica, Grenada, Grenadines, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago

If an applicant is selected to move forward to the next phase of the application process, they will be required to submit evidence of their English language proficiency.

Step 5 – Examinations

Please ensure that all examinations results are shared with Touchstone Institute through your physiciansapply.ca account.

To be eligible for the Practice Ready Ontario program, you must have the following:

1. Passed the Medical Council of Canada Qualifying Examination (MCCQE) Part 1 **OR** be a Licentiate of the Medical Council of Canada (LMCC), **AND**
2. Passed either the National Assessment Collaboration (NAC) Examination **OR** the Medical Council of Canada Qualifying Examination (MCCQE) Part 2 before its discontinuation on June 10, 2021.

Please refer to our [website](#) for accepted NAC scores.

Please indicate the date that you successfully completed each of the required exams. The results will be confirmed once you have shared your Statement of Results for all required examinations with Touchstone Institute via physiciansapply.ca.

For tips on selecting the date using the calendar widget, reference the [“Dates”](#) section in this application guide.

Step 6 - Postgraduate Training

In this section, you will indicate whether you have completed two years of postgraduate training in family medicine or general practice.

Postgraduate training is defined as the successful completion of a postgraduate/internship/residency training program in family medicine or general practice that is a minimum of 24 months in duration.

Training in the required seven rotations listed below must be from an approved university affiliated program. Community experience or observerships do not count towards postgraduate training.

You will be required to indicate whether you have completed the seven core rotations required and how many weeks of in each rotation.

Beside each rotation is the minimum number full-time postgraduate training weeks required.

1. Family Medicine or General Practice (8 weeks)
2. Emergency Medicine (4 weeks)
3. General Surgery (4 weeks)
4. Internal Medicine (4 weeks)
5. Obstetrics / Gynecology (4 weeks)
6. Pediatrics (4 weeks)
7. Psychiatry (4 weeks)

You will need to indicate the number of weeks you spent in each rotation. This can be calculated from the start date of your rotation to the end date. To select the number of weeks, scroll down to the number of weeks that are most accurate to the length of that rotation.

You will be prompted to provide additional details about the context of care during your Family Medicine or General Practice rotation. This includes in-clinic work, homebased/outreach care, hospital in-patient, hospital emergency department, hospital out-patient and/or residential long-term care. Please only indicate the settings you have experience working in.

If an applicant is selected to move forward to the next phase of the application process, they will be required to submit evidence postgraduate training and rotation completion.

Step 7 - Curriculum Vitae

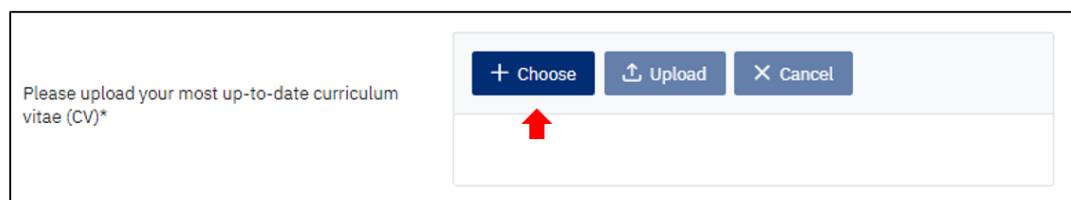
All applicants must provide a current curriculum vitae that accounts for all their experiences from medical school to the present. Any gaps greater than three months must be explained.

The curriculum vitae must follow the Practice Ready Ontario template. Click [here](#) to download a copy of the template.

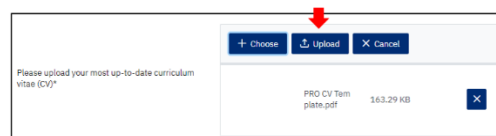
Curriculum vitae files must be in .pdf, .jpeg or .png format and a maximum of 5 MB in size. All multi-page documents must be saved as one file.

To upload your curriculum vitae:

1. Click “Choose” and select the file from your device then click “Open” to complete the file selection.



2. If the file name and size are viewed in the white box below the options, click “Upload” to complete attaching your file.



3. You will see a pop-up verifying that your upload was successful.

4. To verify that the file you want to attach to your application, click the “Download” button. Your document will be downloaded onto your device for viewing.
 - To replace an uploaded file, select “Choose” and repeat the upload steps to replace your previous file.

Note: If you want to cancel a document upload, click “Cancel” and then select “Choose” to upload the correct file.

In this section, you will also be asked to estimate the percentage of time spent in any given month with the following populations groups:

- Care of adults
- Care of elderly
- Care of children and adolescents
- Vulnerable and underserved populations
- Behavioural medicine/mental health
- Maternity/gynecology/newborn care
- Procedural skills
- Palliative care

Note: The total does not have to be 100% as some of these groups may overlap.

Step 8 - Additional Questions

In this section you will answer code of conduct questions to ensure that you are in good professional standing.

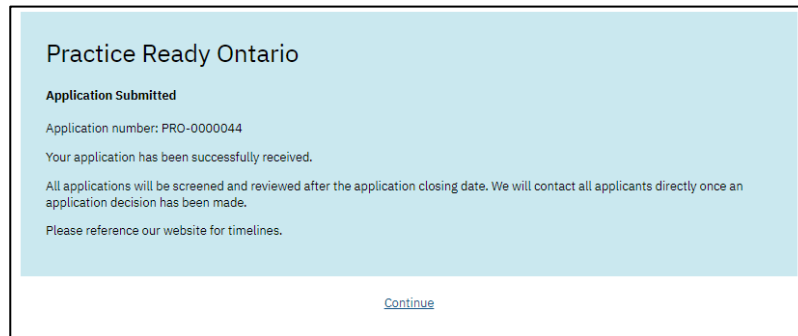
Any questions that are answered as “Yes” must be explained clearly. Any leave of absence due to a non-medical reason must be explained in your curriculum vitae.

Step 9 - Information Sharing and Consent

To proceed with an application, you are required to agree or attest with the statements on this page.

Submit Your Application

Click “Submit Application” to complete your Phase 1 application for Practice Ready Ontario. You will be notified that your application has been submitted.



Once submitted, you will receive an email from no-reply@tsin.ca that confirms that your application has been successfully recorded. If you do not receive your verification email within one hour, please check your junk or spam folder.

If this email was sent to your junk or spam folder, please mark the email and no-reply@tsin.ca as “Not Spam”.

Upon submission of your application, the status of your application will change from "In Progress" to “Completed”. You will no longer be able to access or view your completed application.

Status of Application

You can check the status of your application on the portal’s dashboard.

After the application deadline, all applications will be screened and reviewed. You will see the application status change to “Under Review” upon the application deadline. Please visit our [website](#) for timelines.

Once your application has been reviewed, you will receive an email with the application decision and next steps.

Once an application decision has been made, your application status will indicate your Phase 2 eligibility. There are three potential statuses for Phase 2 eligibility:

- **Selected:** You have been successful in Phase 1 of your application. You will now enter Phase 2 – verification and selection. Further instructions will be provided to you
- **Not Selected:** After a thorough review of your application, you have not been selected to move forward to Phase 2 of the application. You may reapply in future to Practice Ready Ontario if you feel you meet the minimum eligibility criteria at that time.