



## The College of Physicians and Surgeons of Prince Edward Island

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SECTION	
POLICY NAME	<b>Certificates of Professional Conduct (<i>Letter or Certificate of Standing</i>)</b>
DESCRIPTION	<p>The <b>Medical Act of 1988</b>, states that it is required by an applicant for licensure to:</p> <p style="padding-left: 40px;"><i>15 (1) (d) produces a letter of good standing from the jurisdiction in which he has practiced medicine prior to applying under this section;</i></p> <p style="padding-left: 80px;"><i>and</i></p> <p style="padding-left: 40px;"><i>24 (k) provide such information as the Council may require; and</i></p> <p>The <b>Regulations of PEI</b>, state,</p> <p style="padding-left: 40px;"><b>II. Registration:</b></p> <p style="padding-left: 80px;">1. (1) (j) a satisfactory certificate of good standing from every medical licensing authority in whose jurisdiction the applicant holds or last held a license or permit to practice in the past five years;</p> <p>1. <b>ON ISSUING</b> a Certificate of Professional Conduct, the Council of the College of Physicians and Surgeons directs the Registrar to include the following:</p> <ul style="list-style-type: none"> <li>I. Personal Identifiers</li> <li>II. Qualifications &amp; Credentials</li> <li>III. Prince Edward Island registration and licensure information</li> <li>IV. Complaints and Registration Committee, Fitness to Practise Committee, or Board of Inquiry decisions including, but not limited to: <ul style="list-style-type: none"> <li>• Any suspension, condition or restriction of a licence</li> <li>• Findings of Professional Misconduct, incapacity or unfitness to practise, including consensual reprimands or matters resolved by alternative dispute resolution.</li> <li>• Open complaints which have not been resolved</li> <li>• Investigations</li> </ul> </li> <li>V. Non-disciplinary Information</li> <li>VI. Other information considered relevant by the Registrar</li> </ul> <p>On receiving a request, the College of Physicians and Surgeons of PEI will generate a Certificate of Professional Conduct for a current or inactive physician if:</p> <ul style="list-style-type: none"> <li>1. The approved authorization form, completed and signed, is received, <i>and</i></li> <li>2. The fee payment as set by Council is received</li> </ul>

	<p>As the issuing Regulatory Authority of the Certificate of Professional Conduct, the Registrar or his designate will review the information, sign and date the Certificate. The seal of the College of Physicians and Surgeons will be applied, a copy of the authorization form and Certificate will be put in the physician file, and the Certificate will be mailed, faxed, or transferred electronically to the Regulatory body or organization specified by the requesting physician.</p> <p>Information regarding any new complaints or change of status that occurs within one year following the date of this Certificate will be provided by the issuance of an “Amended” Certificate of Professional Conduct without further consent.</p> <p>2. <b>ON RECEIVING</b> a Certificate of Professional Conduct from another Regulatory Authority on an application for issuance or extension of licensure, the Registrar or his designate will review the circumstances surrounding the items disclosed on the Certificate of Professional Conduct, and will report that, in context, to the Council or the Council’s Executive in its role as Registration Committee. Such information may alter the conditions or generate new conditions on the licence, if necessary in the interest of the public. Such information may be used to decline a licence or licence extension application.</p> <p>The College of Physicians and Surgeons of PEI will only accept Certificates of Professional Conduct certified to be from an issuing Regulatory Authority. A facsimile copy will be accepted, pending the receipt of the original Certificate. Electronic copies will only be accepted if they are:</p> <ul style="list-style-type: none"> <li>• authorized for electronic transfer by the Registrar</li> <li>• certified by the issuing Regulatory Authority</li> <li>• transmitted by encrypted and protected email by the issuing Regulatory Authority</li> </ul>
<p>APPLICABLE LEGISLATION</p>	<p><b>Medical Act of 1988; 15(1)(d); 24(k)</b> Regulations of PEI; II. Registration: 1(1) (j)</p>
<p>APPROVED BY:</p>	<p><b>Executive of the Council</b> <b>College of Physicians &amp; Surgeons of PEI</b> <small>Approved: May 13, 2013, June 20, 2013, June 27, 2016</small></p>
<p>REVIEWED:</p>	<p>Amended by Council, June 4, 2018</p>