Resident Registration and Evaluation of Training Form Instruction Letter for Canadian Residents

Online Application for Examination and Certification will be available to senior residents in plastic surgery and graduates of plastic surgery residency programs upon receipt and approval of the Resident Registration and Evaluation of Training Form.

This material does not have a deadline. However, processing of this material takes 6-8 weeks. A Board Confirmation Letter will be sent directly to you after review and approval of the training. Provide your plastic surgery program director with a photocopy of this letter.

Canadian residents completing plastic surgery residency training in 2007 and after must complete the following requirements:

1) The resident must be a graduate of a medical school in the United States or Canada approved by the Liaison Committee for Medical Education (LCME).

2) The resident must have entered a plastic surgery residency program through the Canadian Residency Match Program (CaRMS) or the CaRMS-equivalent program at the University of Montreal prior to 2005.

3) The residency program must be accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC).

4) The plastic surgeon must hold a full and unrestricted state and province license in Canada or the United States (the license is not required with this Form but must be uploaded with the Application for Examination and Certification.)

5) The plastic surgeon must obtain certification in plastic surgery by the RCPSC (certification by the RCPSC is not required with this Form but must be uploaded with the Application for Examination and Certification.)

Canadian trained plastic surgeons that completed residency prior to 2007 must complete the following requirements:

1) Meet requirements as listed above in numbers 1 through 5

2) Hold active hospital privileges in plastic surgery

3) Submit Three Peer Review Forms (one must be from a Chief of Surgery, Chief of Staff or Chief of Plastic Surgery)

4) Provide evidence of membership in one of the 20 Sponsoring Organizations of the Board

5) Provide proof of accreditation for all Outpatient Surgical Facilities

Note: A review by the Credentials and Requirements Committee of the Board may be required for some individuals who completed residency before 2007. The Board will inform such individuals if review is needed.
FORWARD THE FOLLOWING TO THE BOARD OFFICE

Failure to correctly submit required materials in their entirety will result in a Missing Items Penalty Fee.
- Completed Resident Registration and Evaluation of Training Form (4 pages)
- Check for the Processing Fee (refer to the current year’s Booklet of Information for processing fee) made payable to The American Board of Plastic Surgery, Inc. in U.S. Funds (non-refundable)
- Photocopy of medical school diploma from a Liaison Committee for Medical Education (LCME) approved medical school in the United States or Canada
- A letter from the Canadian Residency Match Program (CaRMS) verifying entrance into a plastic surgery residency program through the CaRMS Program
- Photocopy of current, full and unrestricted state or province license in Canada or the United States (if available)
- Photocopy of certification in plastic surgery by the RCPSC (if available)
- Currently dated letters verifying active hospital privileges in plastic surgery (if applicable)
- Three Peer Review Forms (one must be from a Chief of Surgery, Chief of Staff or Chief of Plastic Surgery) (if applicable)
- Verification of membership in one of the 20 Sponsoring Organizations of the Board (if applicable)
- Photocopy of valid accreditation certificates from all outpatient surgical facilities (if applicable)

FOLLOW THESE INSTRUCTIONS CAREFULLY

Complete and submit the web printable form (4 pages).

1. Type all information and sign the last page of the form.
2. Retain a photocopy of the completed form before you submit to the Board Office.
3. Enclose a check or money order for the current Processing Fee (in United States Funds only) made payable to The American Board of Plastic Surgery, Inc. The Processing Fee is non-refundable.
4. Submit a photocopy of your Medical School Diploma on paper no larger than 8 1/2" by 11". A letter from the Medical School signed by the Dean or official medical school transcript in lieu of the Diploma is also acceptable.
5. Number 13 on the Form:
   ✓ List all five years of the Canadian Plastic Surgery Residency Program which you completed or will complete
   ✓ Each PGY year should be listed individually and in chronological order
6. Number 15 on the Form:
   ✓ List your month by month rotations as anticipated or scheduled from PGY-I through PGY-III.
   ✓ Printouts or separate lists are unacceptable and will not be processed.

Once Your Form is Submitted to the Board Office

If the submitted training meets or is expected to meet the Board's established training requirements, according to the information provided on the form, the Board will issue a Confirmation Letter. Correspondence regarding the resident’s training will be exclusively between the resident and the Board Office and will not be shared with other individuals.

Should you have any questions after careful review of this letter, you may contact the Board Office.

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