

The Restricted Registration Process

Programs

1. Program Directors interested in Restricted Registration, (RR), contact the Restricted Registration Office and request the RR Program Guideline Template, which lists the specific requirements for their residents to participate in RR. Once the Template is filled out they send it back to the Restricted Registration Office.
2. The Restricted Registration Office inputs the Template into the RR Program Chart on the [RR website](#) and enters the program into the RR portal.
3. The Restricted Registration Office creates an account on the RR portal for the Program Director and sends them the log-in details. The program is now registered with RR and residents can start applying.
4. As RR applications come in, the Program Director reviews and approves them.

Supervisors

1. Agrees to supervise the resident before they create a RR application.
2. Reviews and approves RR applications and in the application inputs detailed information about the duties of the RR Resident and supervision that will be provided.
3. Completes the **Supervisor Undertaking Form** and sends it directly to the CPSO on behalf of the RR resident. The resident will provide the Supervisor with this form.

Hospitals

1. If RR residents at the hospital are not already available, hospitals can post a job add to recruit RR residents on the [RR website](#).
2. Before accepting RR residents, remuneration must be determined directly between the resident and hospital site. If a supervising physician will be billing OHIP for services provided by residents working with an RR Certificate, they need to observe the requirements in the OHIP Schedule of Benefits Guide, specifically "Supervision of Postgraduate Medical Trainees"
3. The hospital site arranges for "Temporary Hospital Privileges" for the RR resident, as residents who have a RR Certificate cannot be privileged as "Residents" when working outside of their academic obligations for remuneration.

Residents

1. Create an academic application on the [RR portal](#). Before creating the application view your program's RR requirements in the Program Chart on the RR website.
2. If the residents' program is not on the Program Chart then the program is not registered with RR, and they can not apply. The resident can contact their Program Director with their interest and inquire if the program would like to register with RR.
3. Once the RR application is created it needs to be approved by their Supervisor, Program Director and PG Dean before it is considered complete, and the Restricted Registration Office sends it to the CPSO.

4. The resident must complete the CPSO application, send the **Supervisor Undertaking Form** to their Supervisor to complete, and show proof of adequate insurance coverage (CMPA TOW Code 14).
5. Once all of these documents are received the CPSO reviews the application and if approved, issues the RR certificate.
6. Once the CPSO issues the RR certificate, the resident can be scheduled to work RR shifts.

PG Deans

1. Review and approve RR applications.