



## Transition to Practice Checklist

Making the transition from residency to independent practice can be daunting. [The Ontario College of Family Physicians \(OCFP\) Residents Committee](#) developed the [Transition to Practice: A Guide for Family Medicine Residents in Ontario](#) to support you during this important stage, by providing clear, up-to-date, practical information in a step-by-step approach to help you feel confident during the transition to independent practice.

To accompany the guide, your OCFP resident reps also developed the following checklist to track your steps along the way. MANDATORY steps are in **bold**.

### July – September (of PGY2)

- Update your CV
- Start your job search
- If applicable, become familiar with restricted/supervised College of Physicians and Surgeons of Ontario (CPSO) certification

### October – December

- Register for the Medical Council of Canada Qualification Exam Part II (MCCQE II)\***
- Apply for jobs

### January – March

- Apply for the College of Family Physicians of Canada (CFPC) exam** (spring sitting)
- File your income tax return**
- Visit potential work sites; start discussions
- Build/contact your advisory team (accountant, financial/insurance/legal advisors)

### April – May

- Apply for a CPSO number** and Certificate of Independent Practice through the CPSO
- Apply for an Ontario Health Insurance Plan (OHIP) billing number**
  - [Submit form for OHIP/ Ministry of Health and Long-Term Care direct deposit](#)
- Obtain or upgrade Canadian Medical Protective Association coverage**
  - [Apply to the Medical Liability Protection Reimbursement Program](#)
- Join, or renew your membership to, the Ontario Medical Association** (mandatory)
- Join, or renew your membership to, the Canadian Medical Association (optional)
- Start applying for hospital privileges, if applicable

### June

- Set up billing software or hire a billing agent**
- Apply for a [ONEmail](#) account (see [Email](#) section) if you don't already have one
- Register with the Workplace Safety and Insurance Board
- Ensure you are [submitting your eligible Mainpro+ credits](#) achieved during residency through the CFPC
- If you are moving, keep all receipts related to moving expenses for tax purposes
- Contact your disability insurance provider to ensure there is no gap in coverage
- Talk to your [professional advisory team](#) about incorporation, banking, etc.

*\*For 2021, may be exempted due to COVID-19 pandemic pending final CPSO's final approval.*