

How to find the Certificate of Professional Conduct (CPC) service request option on portal:

**Instructions:**

1. Login to My CPSO <https://www.cpso.on.ca/>
2. Select the Membership Services tile and click on Certificate of Professional Conduct.
3. Select any of the Institution Types and other as the Institution Name; from there you will be able to enter in all the information for the organization including the email address you want the CPC to be sent to.
4. Provide your consent for the CPC to be released.
5. Once you clicked next you should see a page with the CPC details.
6. Once you select the submit button the CPC will be automatically generated and emailed to the organization

**Step 1: Select Membership Services Tile**  
**Tile**

Online Services

About your Portal

Take a virtual tour of new features, find answers to frequently asked questions or call us for assistance.

Profile

Profile is your home page for all Registration and Membership information, services and messages, including Professional Corporation.

Membership Services

Request member-related services (Resignation, Certificate of Professional Conduct, Historical Fee Receipts, Address Correction, Change of Scope/Re-entering Practice, Independent Health Facilities (IHF) etc.). View and send portal messages related to your service requests.

Membership Renewal

Online annual renewal is available from mid-April for members holding a full Certificate of Registration. Postgraduate medical trainees must apply for renewal of their Postgraduate Education certificate if their Ontario training appointment has been renewed. Specific requirements for timely renewal are detailed in your renewal notice.

My Practice

Manage your practice information. Update information about your hospital privileges, practice locations, languages, etc.

Registration

Apply for a certificate of registration to engage in medical practice or postgraduate training in Ontario. Complete the self-screening questionnaire to determine your eligibility and obtain access to an online application.

**Step 2: Select Certificate of Professional Conduct**

Independent Health Facility (IHF)

An online platform to submit requests for Qualification Acknowledgment (for affiliation to an IHF by the Ministry of Health), associated documentation, and any additional information related to the Independent Health Facilities program.  
Fee: \$ 0

Start Request

Certificate of Professional Conduct

Request a Certificate of Professional Conduct. Verifies your registration and standing with CPSO. Required by Ontario hospitals and other licensing bodies for credentialing.  
Fee: \$ 0

Start Request

Copies of Documents

Request a copy of available documents from your Registration file.  
Fee: \$ 0  
To obtain proof of your membership, select the profile tile and click on registration in the left-hand sidebar. Select current registration and scroll down to the bottom of the page. You will have the option of requesting your Certificate of Registration, Membership Card, and Membership Diploma. All documents will be emailed to you in PDF format.

Start Request

**Step 3: Fill in required information**



Name

solistest01 solistest01

CPSO#

123602

Institution Type

Institution Name

Street 1 \*

Street 2

Street 3

Street 4

City \*

State \*

Country \*

Zip \*

Consent for Release of Information:

I certify that I have read and understand the section [above/below] regarding the information to be included in the Certificate of Professional Conduct.