

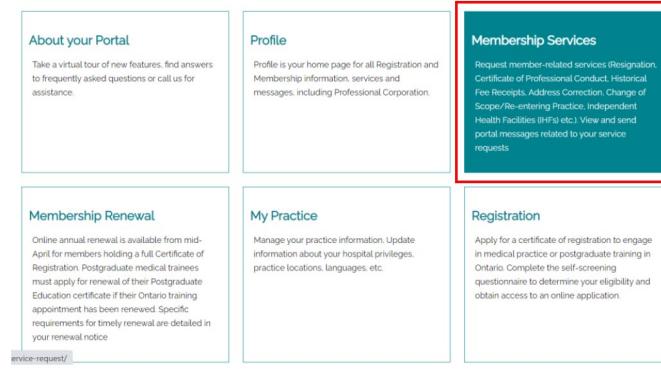
How to find the Certificate of Professional Conduct (CPC) service request option on portal:

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

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.

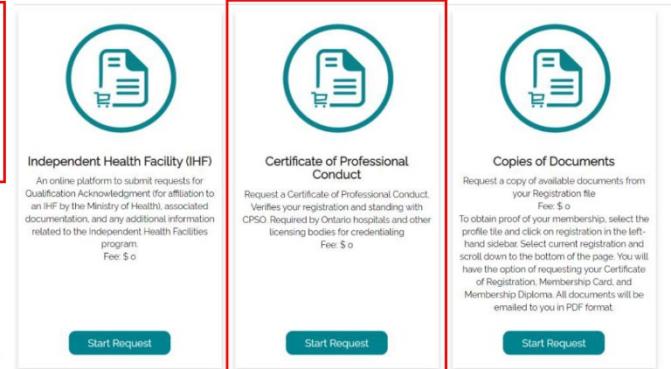
Membership Services
Request member-related services (Resignation, Certificate of Professional Conduct, Historical Fee Receipts, Address Correction, Change of Scope/Re-entering Practice, Independent Health Facilities (IHFs) etc.) View and send portal messages related to your service requests

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 (or affiliation to an IHF) by the Ministry of Health, associated documentation, and any additional information related to the Independent Health Facilities program.
Fee: \$0

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

Copies of Documents
Request a copy of available documents from your Registration file.
Fee: \$0

To obtain a copy of your membership, select the profile tile and click 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.

Step 3: Fill in required information



Family & Community Medicine
UNIVERSITY OF TORONTO

Temerty
Medicine

Name	CPSO#	
solistest01 solistest01	123602	
Institution Type	Institution Name	
<input type="text"/>	<input type="text"/>	
Street 1 *	Street 2	Street 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street 4	City *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Zip *	
<input type="text"/>	<input type="text"/>	

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.