



Request for Certificate of Professional Conduct

I, Dr. _____, a physician currently or previously licensed with the College of Physicians and Surgeons of Newfoundland and Labrador request that the College send a Certificate of Professional Conduct (CPC) to:

_____		_____	
Name of Receiving Authority/Body		Attention (if applicable)	
_____		_____	
Street		Town/City	
_____		_____	
Province/State	Postal/Zip Code	Country	Email

By my signature below, I acknowledge:

- 1.) I understand that the College will disclose the information contained in the Explanatory Note on Page 3 to the receiving authority/body.
- 2.) I am aware there is a fee for this service and that fee payment must accompany each request.
- 3.) This consent shall be valid for 12 months from the date on which the CPC is issued. I understand that the College may issue an updated CPC to the original receiving authority/body if the information included on the initial CPC changes.

_____		_____	
Physician's Name (Please print)		CPSNL Licence Number	
_____		_____	
Telephone		Email	
_____		_____	
Street			

_____		_____	
Town/City	Province/State	Postal/Zip Code	Country

_____	_____
Physician's Signature	Date

College of Physicians and Surgeons of Newfoundland and Labrador

Suite W100, 120 Torbay Road, St. John's NL, A1A 2G8

Telephone: 709.726.8546 | Email: cpc@cpsnl.ca



Method of Payment

Payment may be made by: **VISA or MasterCard**

Please complete the following and submit with your completed request:

Check one: **VISA** **MasterCard**

Card number: _____
(Please print clearly)

Cardholder's name: _____
(Name as it appears on card - Please print clearly)

Expiry date: _____
MM / YY

CVV/CSC number: _____
(Three-digit security number on back of card)

Payment for (if not cardholder): _____

*Authorization (Select one):

___ I authorize the College of Physicians and Surgeons of Newfoundland and Labrador to debit my credit card indicated above for \$125 + tax for members/\$150 + tax for non-members. Allow 10-15 business days for processing.

___ Expedite my request. I authorize the College of Physicians and Surgeons of Newfoundland and Labrador to debit my credit card indicated above for \$225 + tax for members/\$250 + tax for non-members. Expedited requests are processed within five business days from receipt of payment and signed request.

Signature of Cardholder: _____



Explanatory Note

A **Certificate of Professional Conduct** issued by the College of Physicians and Surgeons of Newfoundland and Labrador will include dates and particulars of the following:

- Registration Number,
- MINC Number,
- Registration Status,
- Credentials (such as medical degree, certifications),
- Licence History,
- Decisions of an Adjudication Tribunal where there was a finding of guilt of conduct deserving of sanction within the last ten (10) years,
- Any suspension or revocation of licence,
- Any current restriction of licence,
- Any cautions or counsels issued to the physician within the three (3) years prior to the date of the Certificate,
- Active allegations and complaints for which a decision has not yet been rendered,
- Settlement agreements entered into to resolve an allegation, where publication was included as part of the agreement, within the last ten (10) years,
- Any active undertaking given by the physician to voluntarily withdraw from practice,
- Any request made by the physician for voluntary de-registration from a College Register, and
- Additional information relating to the physician that the College deems relevant.

Without the signed consent of the medical practitioner, Certificates will not include:

- Decisions of the Adjudication Tribunal where there was no finding of guilt,
- Cautions and/or counsels issued to the physician more than three (3) years prior to the date of the Certificate,
- Allegations that have been resolved through a consensual process where publication was not included as part of the resolution,
- Allegations that have been dismissed or dismissed with direction, and
- Restrictions of licence that are no longer in effect.

Definitions

Adjudication Tribunal: a three-person panel appointed to conduct a formal, public hearing of a complaint following a determination that there are reasonable grounds to believe the physician has engaged in conduct deserving of sanction by the Complaints Authorization Committee.

Allegation: a written document, usually received from a member of the public, alleging that a physician has engaged in conduct deserving of sanction.

Caution/Counsel: warning or guidance issued by the Complaints Authorization Committee to a physician after an investigation into an allegation has concluded in lieu of referring the matter to the Disciplinary Panel for a hearing before the Adjudication Tribunal. In order to issue a caution and/or counsel, the Committee must conclude that there are reasonable grounds to believe the physician has engaged in conduct deserving of sanction.

Complaint: an allegation becomes a complaint if the Complaints Authorization Committee determines that an allegation discloses reasonable grounds to believe that a physician has engaged in conduct deserving of sanction.

Complaints Authorization Committee: a committee exercising a screening function to determine whether an allegation discloses reasonable grounds to believe that a physician has engaged in conduct deserving of sanction.

Conduct Deserving of Sanction: includes (i) professional misconduct, (ii) professional incompetence, (iii) conduct unbecoming a medical practitioner, (iv) incapacity or unfitness to engage in the practice of medicine, and (v) acting in breach of the Medical Act, 2011, the regulations, by-laws of the College, or the Code of Ethics.

Quality Assurance Committee: the committee which operates a program of quality assurance including reviews of a medical practitioner or his/her practice.