

Instructions

Licensed physicians practicing in Canada seeking to re-enter postgraduate medical training can apply for the Physician Re-Entry Program funded by the Ministry of Health (the “ministry”).

The purpose of the program is to increase flexibility in the medical training system by providing opportunities for experienced physicians to re-train in a new area of interest while addressing the need for a diversity of physician services in Ontario.

All Re-Entry positions carry a two-year return of service requirement which can be completed anywhere in Ontario following successful completion of the training period.

Please note that the Re-entry application process does not guarantee a training position to the applicant, the ministry does not make any decisions related to the selection of candidates. Each Ontario medical school will determine if funding is available to support a re-entry position through to completion and will make an offer to their chosen candidate(s), if any.

The deadline to apply for the 2025/26 re-entry before **11:59 pm EST on January 10, 2025**.

Program Eligibility Requirements

- Be a Canadian citizen or permanent resident of Canada;
- Hold a current certificate of registration for independent practice from a medical regulatory authority of any province or territory in Canada. (Note: If you are holding a restricted certificate of registration, you are not eligible to apply);
- Have been in full-time practice in Canada for a minimum of 12 consecutive months at the time of application;
- For physicians who are practicing in another province, you must be eligible for a certificate of registration for independent practice from the College of Physicians and Surgeons of Ontario. (Please visit www.cpso.on.ca for more information.)

Individuals with undischarged return of service agreements outside of Ontario may not be eligible to begin Ministry-funded training positions and should contact the Ontario Ministry of Health for further information. You can contact the Program Officer by email: ReEntry@Ontario.ca.

Return of Service

Return of Service (ROS) commitments are part of a package of government initiatives designed to attract and retain physicians in communities across Ontario.

Return of Service Requirement

The Ministry funds medical universities in Ontario for residency training positions which includes positions for your Re-Entry training. Re-Entry participants are required to provide two years of full-time basis (at least 30 hours per week) anywhere in Ontario after completion of residency training. You are required to return service in the specialty you train in through the Re-entry program. Failure to return service will result in a breach of agreement and you may face financial penalties associated with the breach. Please contact the ministry if you have any concerns regarding your ability to return service.

Return of Service Agreement Package

Once the Ministry receives confirmation that you have accepted a training position, we will send you a ROS package for your review and signature. The package will include:

- the ROS Agreement
- the ROS Addendum

In order to start residency through the Re-Entry Program, you must return an original signed copy of the ROS Agreement to the ministry **by the date specified in your package**. More detailed information and instructions will be provided in the ROS package.

The ministry will send copies of the ROS package to you by mail and/or email based on the contact information you provide in your Re-Entry application form. **Please contact the ministry if any of your contact information changes during the application processing period**, or if you would like to confirm the accuracy of the contact information in our records. Please remember, it is your best interests to keep the ministry informed of any changes to your file, including application documents and contact information.

If you have any questions or concerns regarding the ROS Agreement and/or ROS Addendum, please contact the Program Officer at: ReEntry@Ontario.ca.

Online Application

Applicants who wish to apply for a Re-Entry position must submit an online application “Application to Re-Entry Postgraduate Medical Training” to the Ministry before the deadline. An online application must include all of the following:

1. Complete the following:

- Section 1 Applicant Personal Information
- Section 2 Applicant Medical Practice and Education History
- Section 3 Supporting Attachments (upload the required supporting documentations):

(a) Curriculum Vitae

An up-to-date curriculum vitae that includes the following:

- all positions held since graduation;
- relevant continuing medical education courses completed (title, length, date);
- community involvement (if any);
- publications, giving authors, titles, etc (if any);
- certificates, awards, scholarships, memberships, etc, (if any) and the year in which they were obtained.

(b) Personal Letter(s)

The letters should:

- be addressed to the program directors;
- outline your qualifications;
- outline your relevant work experience;
- explain why you are interested in pursuing retraining in the specialty;
- include other information you believe might support your application.

You must ensure your (a) full name and (b) the specialty you are applying for is in your letter(s). You can list this information as the heading in your letter(s). The ministry will only submit your personal letter(s) to the medical programs/schools that you have identified in your application.

- Section 4 Selection of Programs and Location of Training
 - This section requires you to identify the program which are you are interested to apply for Re-entry.
 - You can apply for three different training programs in one Re-Entry application per year.
 - You can apply for all the universities or to certain university for Re-Entry training.

2. Review and check the Consents and Declarations of Applicant section

Check off the Consents and Declaration of Applicant section and add the date as well.

3. Request for a Certificate of Professional Conduct (CPC) from your medical regulatory college

- We require a Certificate of Professional Conduct (CPC) from the medical regulatory authority in any province or territory in Canada in which you are licensed to practice medicine.
- To download a request form for a CPC from the College of Physicians and Surgeons of Ontario please visit <http://www.cpso.on.ca>
- The CPC must arrive at our office before the application deadline.
- Please submit the CPC to ReEntry@Ontario.ca. If you are submitting a password-protected document. Ensure the password is provided in a separate email to ReEntry@Ontario.ca.

What goes to the medical schools?

All the required documents will be forwarded to the medical schools and/or programs you have applied to.

Residency Start Date

Successful applicants in 2025/26 normally begin residency in July 2025. Candidates who want to arrange an alternative start date should contact the program director.

Application Deadline

The completed application must be received by our office no later than 11:59 pm EST on January 10, 2025.

Application/Selection/Decision-making Process

Step 1: Applicants submit online application and all required documents to the Ministry. It is the responsibility of applicants to ensure the ministry receives all documents before the deadline.

Step 2: Ministry reviews applications for their eligibility and the completeness of documents. Applicants may be contacted to clarify eligibility issues and for further information. The ministry forwards a summary list of names and specialties to the Postgraduate Medical Education Office (PGME) at each medical school.

Step 3: PGME reviews capacity and funding at their medical school for the various specialty areas. Completed applications will be forwarded to the programs which have vacancies for consideration upon request from PGME only.

Step 4: Program directors review and select applicants for training positions. They communicate decision to their PGME office and/or the ministry.

PGME office has up to the end of May 2025 to inform the ministry of any offer/declines.

Applicants who have not received any decision from the ministry or PGME office can assume they are not likely to get any offer.

Step 5: Successful applicants will receive a "confirmation of appointment" from the university. Please send this confirmation to Program Officer at ReEntry@Ontario.ca.

Step 6: Upon receipt of the confirmation of acceptance, the Ministry will forward the candidate a Return-of-Service Agreement package that includes:

- (a) the Return-of-Service Agreement, and
- (b) the ROS Addendum.

Step 7: The candidate must sign and return the Return-of-Service Agreement before the start of residency. The ROS Addendum is only required at the end of the training period and before the physician begins practice.

Roles and Responsibilities

Ministry of Health

- initial sorting and receipt of applications;
- check for completeness of applications;
- verify applicants' eligibility for the program;
- contact applicants for more information and clarify eligibility issues;
- forward applications to medical schools;
- provide each medical school with dedicated positions and funding to support Re-entry;
- manage the ROS contractual obligations and agreements;
- **does not** discuss selection criteria used by program directors;
- **does not** select applications for residency training.

Postgraduate Medical Education Office (PGME) | Medical Schools

- receive applications from the Ministry;
- forward applications to any specialty program which has capacity for re-entry applicants;
- inform the Ministry about program vacancy/capacity; communicate program director's decision.
- capacity to accept a Re-entry applicant will be determined by each medical school.

Program Directors

- receive applications from the PGME;
- review applications for training positions;
- may require additional documents directly from applicants;
- may conduct interviews with applicants;
- make decisions on acceptance of applicants;
- inform PGME and/or the ministry of decision to ensure funding available.