



Registrar, Professional Licensing  
Government of the Northwest Territories  
Department of Health and Social Services  
8<sup>th</sup> Floor, Centre Square Tower  
BOX 1320, 5022 – 49 ST  
YELLOWKNIFE NT X1A 2L9  
Phone: (867) 920-8058 Fax: (867) 873-0484

## Requirements for application for Medical Licence in the Northwest Territories:

1. Completed application with photograph attached (incomplete applications will not be processed).
  2. Specified location of work (please specify name of clinic or hospital) and planned start date.
  3. **Certified** copy of medical degree (certified by a Notary Public or Commissioner for Oaths); **or** a transcript of records, mailed directly to the Registrar from the Medical School. **If not in English or in French the applicant must provide a translation.**
- Note: If medical training was not in English, proof of fluency in speaking and understanding the English language will be required (submit results of Test of English as a Foreign Language (TOEFL)).
4. Photocopy of Licentiate of the Medical Council of Canada (LMCC).
  5.
    - a) For family physicians: Photocopy of College of Family Physicians of Canada certificate; **or** proof of completion of **two years** post-graduate internship training in Family Medicine, with rotations in medicine, surgery, paediatrics, obstetrics, gynaecology and psychiatry. **Note:** physicians fully licensed in Canada before November 1999 with one year of post-graduate training will be considered as having completed the two year residency requirement as outlined above. Family physicians must provide proof of being licensed or being eligible to be licensed in a province – this is normally provided on the provincial Certificate of Standing.
    - b) For specialists: Photocopy of certification by Royal College of Physicians and Surgeons of Canada **or** the Professional Corporation of Physicians of Quebec. (If awaiting results of final examinations, submit proof of the successful completion of the post-graduate specialty program approved by either of the above.) Specialists must provide proof of being licensed or eligible to be licensed in their specialty in a province. Proof of this is to be provided on the provincial Certificate of Standing.
  6. Letters (Certificates) of Standing from all licensing authorities that applicant is/has been licensed **sent directly to Registrar from the licensing authority.** **Note:** The Registrar cannot provide anyone with copies. If applying for hospital/health board privileges, have a copy sent directly to them.
  7. Up-to-date and detailed curriculum vitae/resume.
  8. Three references, **from individuals who can comment on applicant's work, sent directly to the Registrar.** Reference forms are supplied with the application package. Referees must have worked with the applicant within the past three years. **Note:** The Registrar cannot provide anyone with copies. If applying for hospital/health board privileges, have separate references sent directly to them.
  9. Photocopy of proof of citizenship i.e. Canadian birth certificate, or valid immigration document.
  10. Cheque, Money Order, or Visa Authorization payable to Government of the N.W.T., for one of:
    - **registration & annual licence** - \$300.00 (\$100 registration fee plus \$200 due annually) - licence expires March 31st following date of issue, renewable upon payment of fee; **or**
    - **limited permit** - valid for 3 months from the date of issue (not renewable, may be applied for twice in a fiscal year) - \$50.00; **or**
    - **one-year permit** - valid for 1 year from date of issue (not renewable, one time issue only) - \$100.00; **or**
    - **research permit** - valid for 12 months maximum - \$100.00 (licence can be renewed upon application).

**NOTE:** Except for #6 and #8 above, all documents should be sent in one package to:  
**Registrar, Professional Licensing, Health & Social Services, Government of the Northwest Territories**  
**8th Floor Centre Square Tower, 5022-49 Street, Box 1320, Yellowknife NT X1A 2L9**

**\*\* Failure to forward documents as stated above will delay and possibly prevent licensing**  
**\*\* Allow two full weeks from when Registrar receives documentation to when licensing can be expected**