



# Proof of Certification Tip Sheet

*A short guide to obtaining a Certification of Professional Conduct from the College of Physicians and Surgeons*

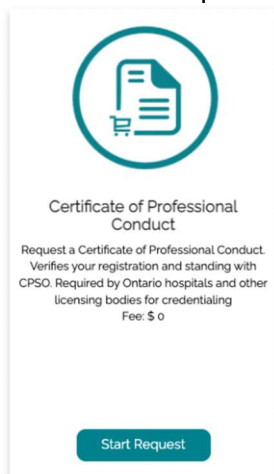
## How to obtain a Certificate of Professional Conduct from the College of Physicians and Surgeons

1. Go to [www.cpso.on.ca](http://www.cpso.on.ca)
2. Click Member/Applicant Login (top right corner)
3. Login to the CPSO website
4. Click Membership Services

### 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

5. Click “Start Request” in the Certificate of Professional Conduct box



## An **Epic** Implementation in Partnership with Central East Ontario Hospitals

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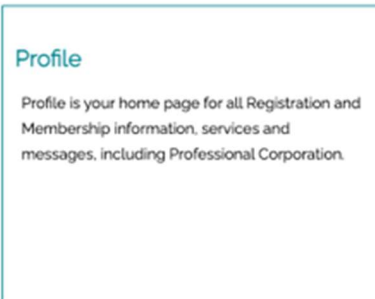
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6. Complete the required information
7. Click “Submit”

You will receive an email when the CPC is ready. When you receive this email

8. Login back in to the CPSO as per step 1-3 above.
9. Click on Profile



10. On the left sidebar, click “Service Requests”
11. Click on “Certificate of Professional Conduct” in the list of service requests
12. On the left sidebar, click “ Supporting Documents”
13. Click on the document name to download it.

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