



CaRMS Online User Manual

This guide is designed to facilitate your use of the CaRMS Online system.

Important note:

Before you begin using CaRMS Online, please note that we recommend using a supported browser.

CaRMS supports the following browsers:

For PC:

[Chrome](#) (recommended for the best user experience)

[Firefox](#) 14.0 or higher

[Internet Explorer](#) 9*

For MAC:

[Chrome](#) (recommended for the best user experience)

[Safari](#) 5.0 or higher

*If you have upgraded to the newer Internet Explorer (IE) 10, you will experience some difficulties accessing the CaRMS Online system. Activating “Compatibility view” under “Tools” in the browser is recommended. IE8 also has limited functionality.

If you are not using a supported browser, unexpected errors will occur. We apologize for any inconvenience, and recommend that you upgrade to a supported browser.

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1-Request for registration

Current-year graduates of Canadian medical schools are automatically registered for the R-1 Match by their undergraduate office. All other applicants must complete a request for registration.

To request registration for the R-1 Main Residency Match, visit carms.ca. Place your cursor over **Residency Matches**, where you will see a dropdown menu. Click on **Request for Registration**.

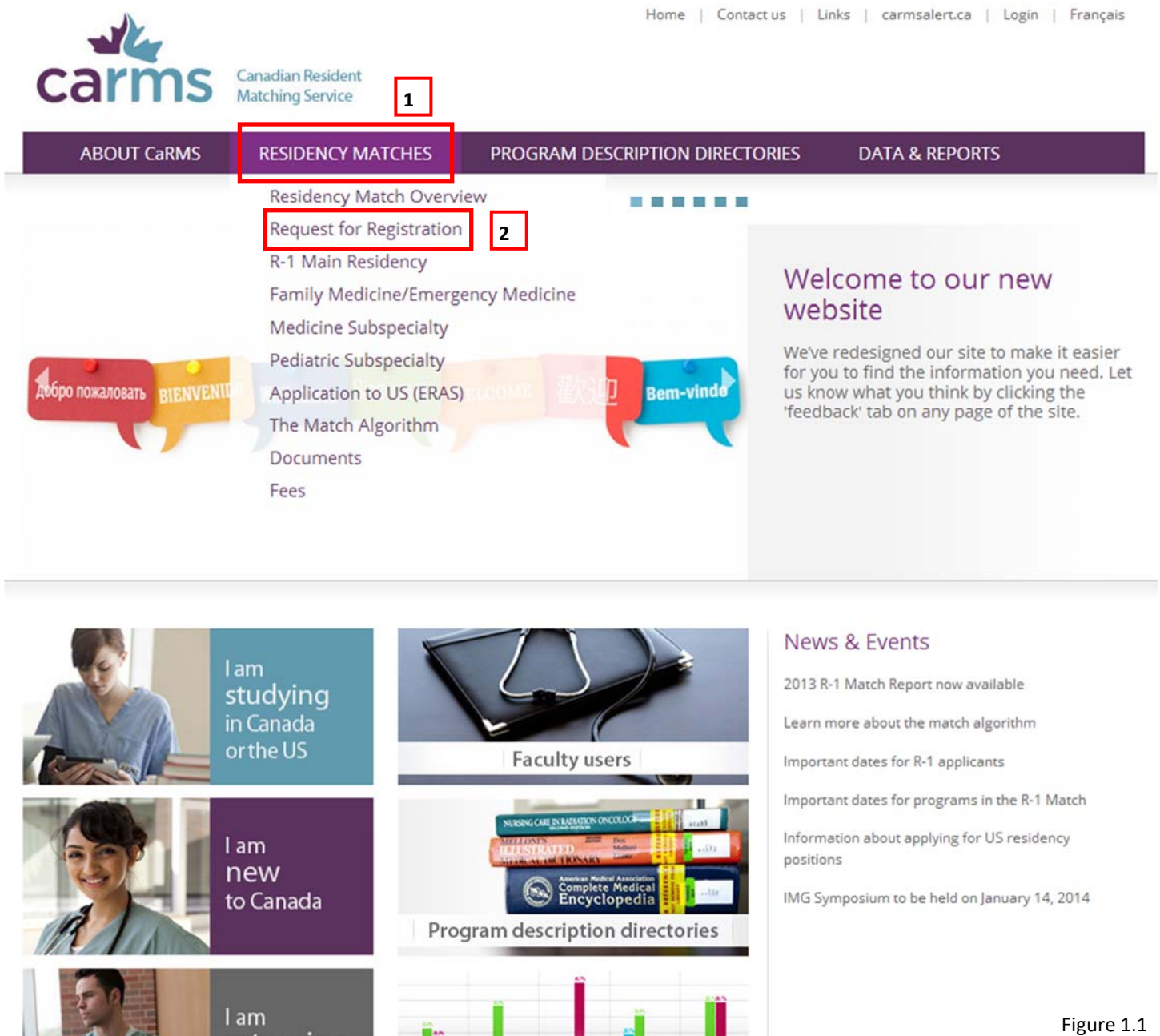


Figure 1.1

1. Place your cursor over **Residency Matches**.

2. Click **Request for Registration**

Carefully review the **detailed instructions** before proceeding. Click on **request registration**.

Home > Residency Matches > Request for Registration

Request for Registration

R-1 Main Residency Match

If you are a current year graduate from a Canadian medical school or you participated in last year's R-1 Match, you are not required to request registration. All others wishing to participate in the match must **request registration**. Please review the detailed instructions on the R-1 Match page before proceeding.

1

Family Medicine / Emergency Medicine (FM/EM) Match

The first step in participating in the FM/EM match is **requesting registration**. Please review the detailed instructions on the FM/EM Match page before proceeding.

Medicine Subspecialty Match (MSM)

The first step in participating in the MSM match is **requesting registration**. Please review the detailed instructions on the MSM Match page before proceeding.

Pediatric Subspecialty Match (PSM)

The first step in participating in the PSM match is **requesting registration**. Please review the detailed instructions on the PSM Match page before proceeding.

NOTE: Request for registration is not currently available. Please refer to the timetable for more information.



Figure 1.2

1. Click on **request registration**.

After clicking the **request registration** link on carms.ca, you will be redirected to the **Request for Registration** page in CaRMS Online. Please read the instructions carefully before moving on to the next step.

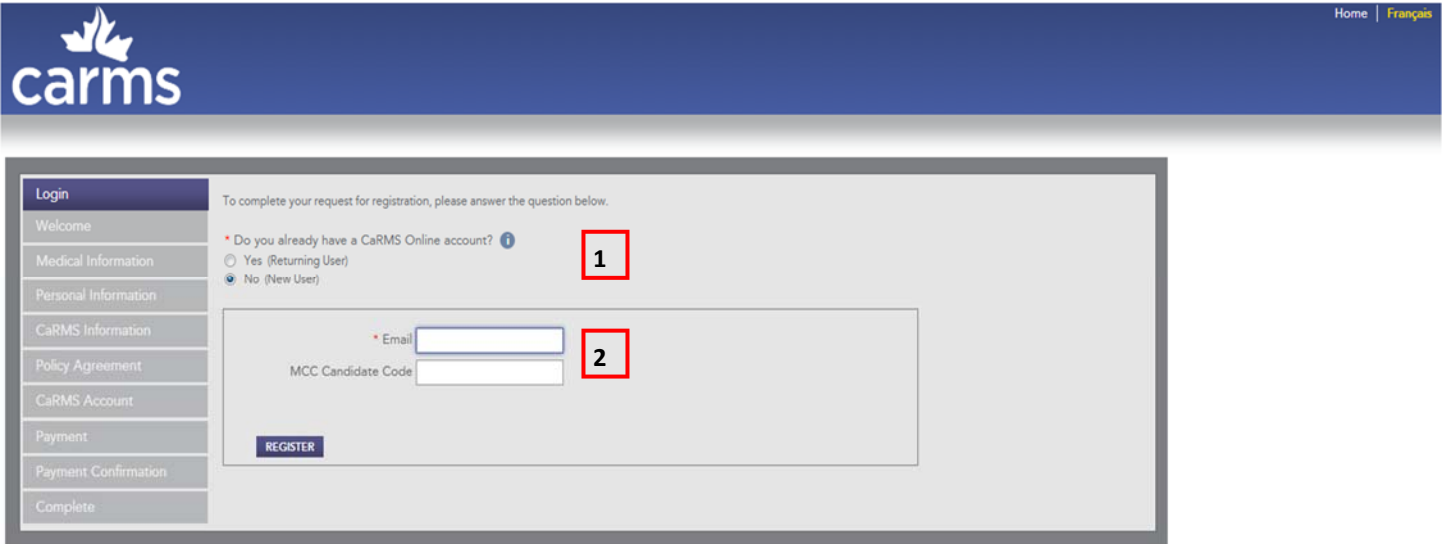


Figure 1.3

1. Confirm whether you are a new or returning user. Applicants who have never participated in a CaRMS match or who participated in a match **prior to the 2013 match** are considered new users.
2. Enter the email address you wish to use to communicate with CaRMS. Review the information you entered and click **REGISTER**.

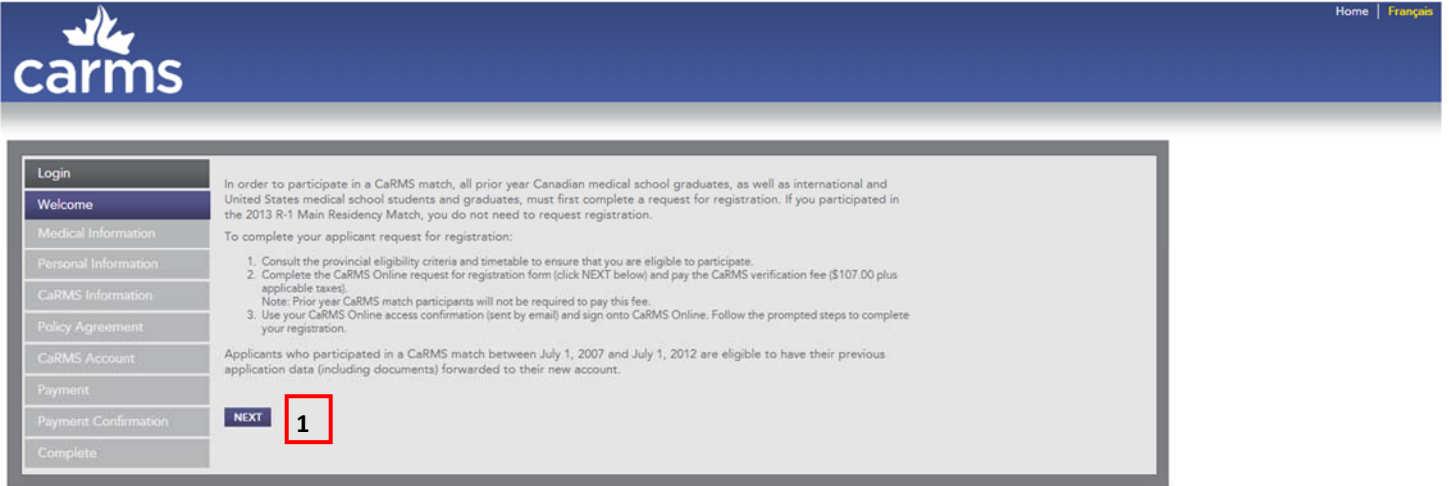


Figure 1.4

1. Carefully review the information on the page. Click **NEXT** to continue.

Figure 1.5

1. Select the country in which you graduated from medical school. If you graduated from more than one medical school, enter the information pertinent to your most recent school.
2. Select the name of the medical school from which you graduated.
3. Select the date you obtained your medical degree. This is the date you received your diploma. Review the information and click **NEXT** to continue.

Figure 1.6

Fill in the required information. Mandatory fields are indicated by a red asterisk *. Review the information and click **NEXT** to continue.

Indicate whether you have previously participated in a CaRMS match.

Figure 1.7

1. If you **have not** previously participated in a CaRMS match, click **no**. Select which CaRMS service you wish to use. For example, if you wish to participate in the first iteration of the R-1 Match, select **2014 R-1 Match—First Iteration**.
2. If you are an IMG and have taken the MCCEE, enter your MCC candidate code, and select the date you took the exam. If you have not taken the MCCEE, click the check box above the text fields.

Figure 1.8

1. If you **have** previously participated in a CaRMS match, select **Yes**. Enter the required information in the appropriate fields. Mandatory fields are indicated by a red asterisk *. If you were a previous applicant to the CaRMS match you will not be required to pay the verification fee.
2. Select which CaRMS service you wish to use. For example, if you wish to participate in the first iteration of the R-1 Match, select **2014 R-1 Match—First Iteration**.

The screenshot shows a registration flow with steps: Login, Welcome, Medical Information, Personal Information, CaRMS Information, Policy Agreement, CaRMS Account, Payment, Payment Confirmation, and Complete. The 'Policy Agreement' step is active, displaying a consent statement and a checkbox for 'I Agree'. Below the checkbox are 'NEXT' and 'CANCEL' buttons. A red box with the number '1' is placed over the 'NEXT' button.

Figure 1.9

1. Carefully review CaRMS' policy agreement statement. Select **I Agree** and click **NEXT** to continue.

The screenshot shows the 'CaRMS Account' step of the registration process. It includes fields for Username, Password, and Password Confirmation, along with a security question and answer. A 'NEXT' and 'CANCEL' button are at the bottom. On the right, there are two sections: 'User name Requirements' and 'Password Requirements', each with a list of criteria. A red box labeled '1' is next to the 'User name Requirements' section, and a red box labeled '2' is next to the 'Password Requirements' section.

Figure 1.10

1. Create a username for your CaRMS Online account. Usernames are not case sensitive. Do not use any special characters.
2. Create a password for your CaRMS Online account. Please note the password requirements.

- Login
- Welcome
- Medical Information
- Personal Information
- CaRMS Information
- Policy Agreement
- CaRMS Account
- Payment
- Payment Confirmation
- Complete

Payment Details

Name: d d

Address: fff Åland Islands f3

Quantity	Item	Amount
1	Verification Fee	CAD107.00
Total (Owing)		CAD107.00

GST/HST #: 125712174 RT

[CANCEL](#)

Payment Method

Credit Card Number: 1

Expiry Date: Month Year

[PROCESS TRANSACTION](#) [CANCEL TRANSACTION](#)

Figure 1.11

1. Type in your credit card number and the expiry date. Click **PROCESS TRANSACTION** to continue.

Home | [Français](#)

THIS SITE IS FOR TESTING PURPOSES ONLY.

- Login
- Welcome
- Medical Information
- Personal Information
- CaRMS Information
- Policy Agreement
- CaRMS Account
- Payment
- Payment Confirmation
- Complete

Payment Details

Name: Tono Lodro

Address: 4 fonda Paro Afghanistan

Quantity	Item	Amount
1	Verification Fee	CAD107.00
Total (Owing)		CAD107.00

GST/HST #: 125712174 RT

Payment Result

Payment Status: **Payment Successful**

Order ID: 2013-09-17 19:05:07/HceHMLCLYv 1

Date/Time: 2013-09-17

Credit Card Number: *****4242

Credit Card Type: Visa

[NEXT](#) [PRINT](#)

Figure 1.12

1. Print the Payment Details page and save it on your computer as proof of payment.

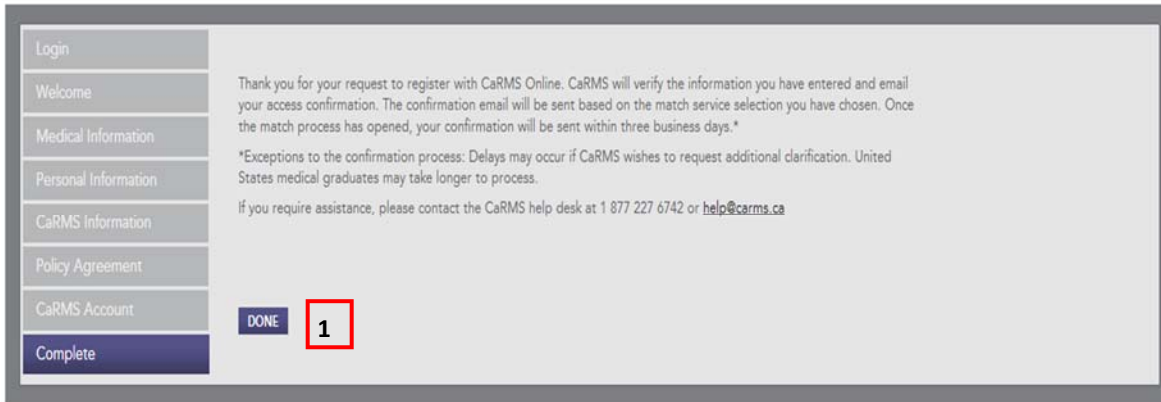


Figure 1.13

1. To complete the registration process, click **DONE**. Once you have completed your request for registration you will receive your registration by email within three to four business days.

Note: The request for registration is only the first step in the application process. Once you receive the registration link by email, you will need to log into CaRMS Online and pay the match participation fee to continue.

2-Match Participation

When you receive your access confirmation/token, click the link in the email. Read the instructions, follow the steps and pay the application fee to begin your application in CaRMS Online.

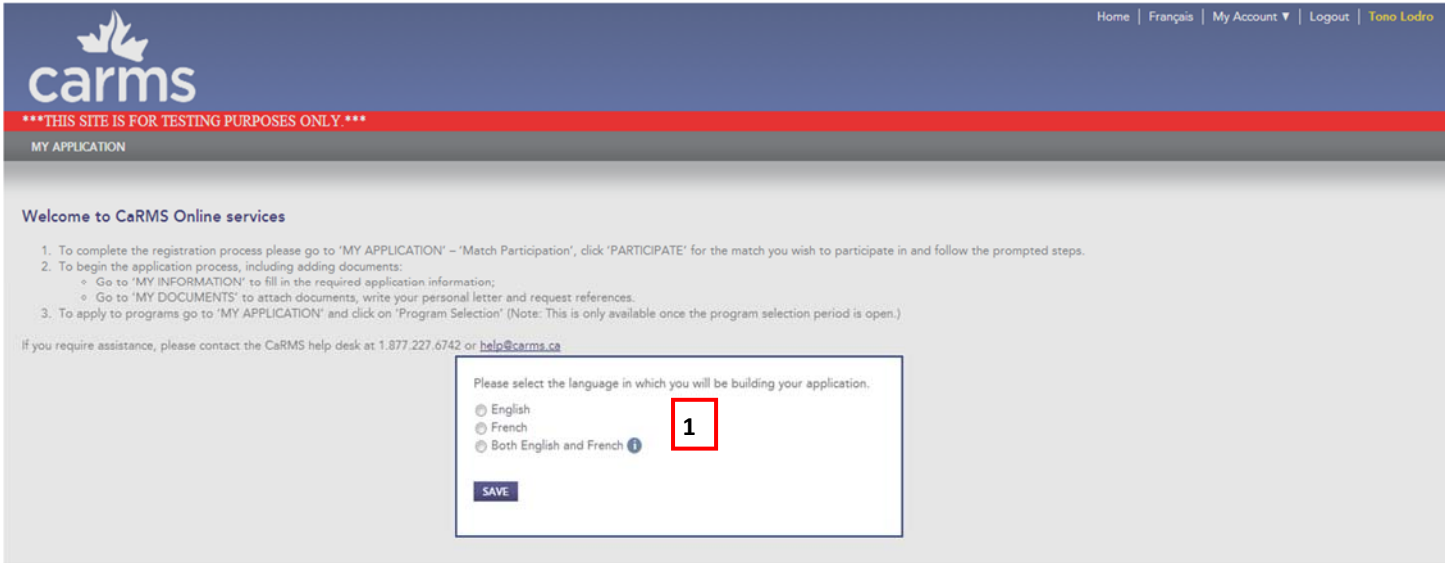


Figure 2.1

1. Select the language of your application: English, French, or both English and French. You will be able to modify this information later in the **Personal Information** section of your application.

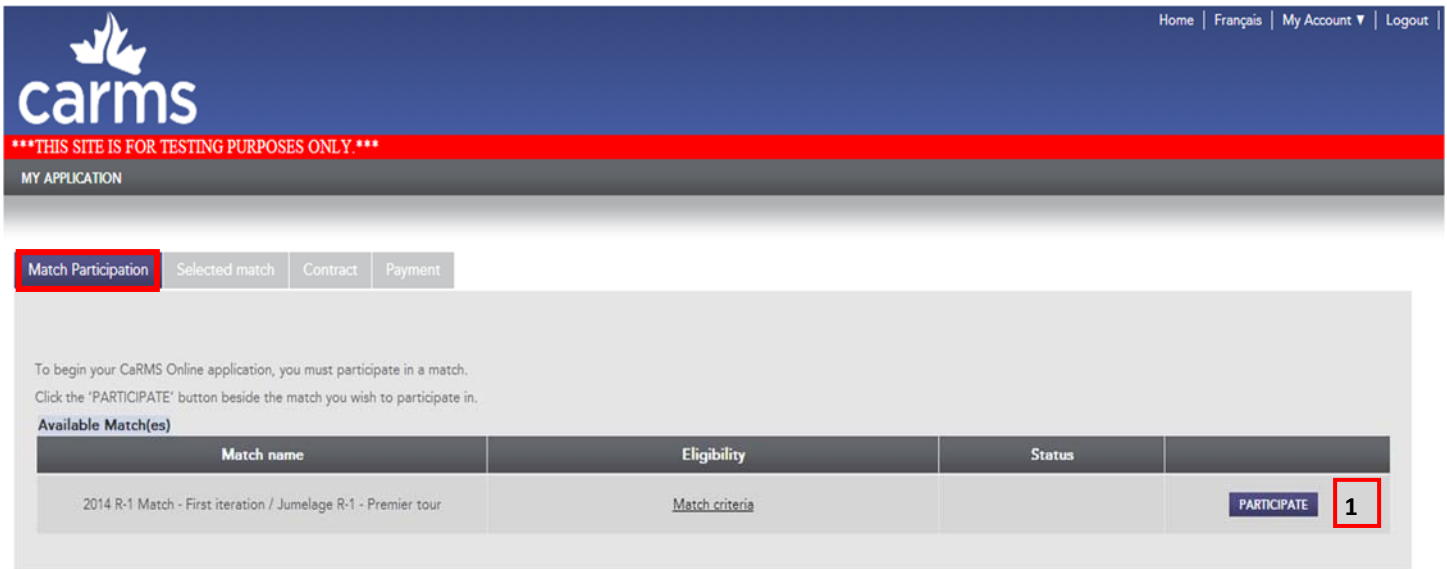


Figure 2.2

1. Select **PARTICIPATE** to participate in the match.

Match Participation **Selected match** Contract Payment

You are registering for the 2014 R-1 Match - First iteration.

Note that most jurisdictions require that applicants applying to provincial Ministries of Health-funded positions be Canadian citizens or permanent residents. Certain exceptions apply for visa students applying to Quebec schools and Memorial University of Newfoundland - you are strongly encouraged to review the [provincial criteria](#) for this match before proceeding.

As specified in [provincial eligibility requirements](#), only applicants without previous accredited North American postgraduate training are eligible for the first iteration of the CaRMS match. Applicants with any prior accredited postgraduate training in Canada or the U.S. are eligible to apply in certain provinces in the second iteration only.

To be eligible for the R-1 Main Residency Match, international medical graduates and U.S. osteopathic medical school graduates are required to have passed the Medical Council of Canada Evaluating Examination (MCCEE) by the beginning of the rank order list (ROL) period. By this criterion, an applicant that is scheduled for the January MCCEE is not eligible for the first iteration and an applicant scheduled for the March MCCEE is not eligible for the second iteration. Please review the criteria for each match in which you are interested in participating.

To continue registering, click 'NEXT'.

You will be prompted to:

- Accept the applicant for this match; and
- Pay the match registration fee of \$314.00 plus applicable taxes. This fee includes applications to four programs. The match registration fee is only charged once per match. For example, if you have participated in the first iteration match this year, you will not be required to pay this fee for the second iteration match.

Once complete, you will be able to begin filling out the 'MY INFORMATION' sections and adding documents. You may begin applying to programs once the program selection period is open.

CANCEL **NEXT** 1

Figure 2.3

- Carefully read the instructions and click **NEXT** to continue.

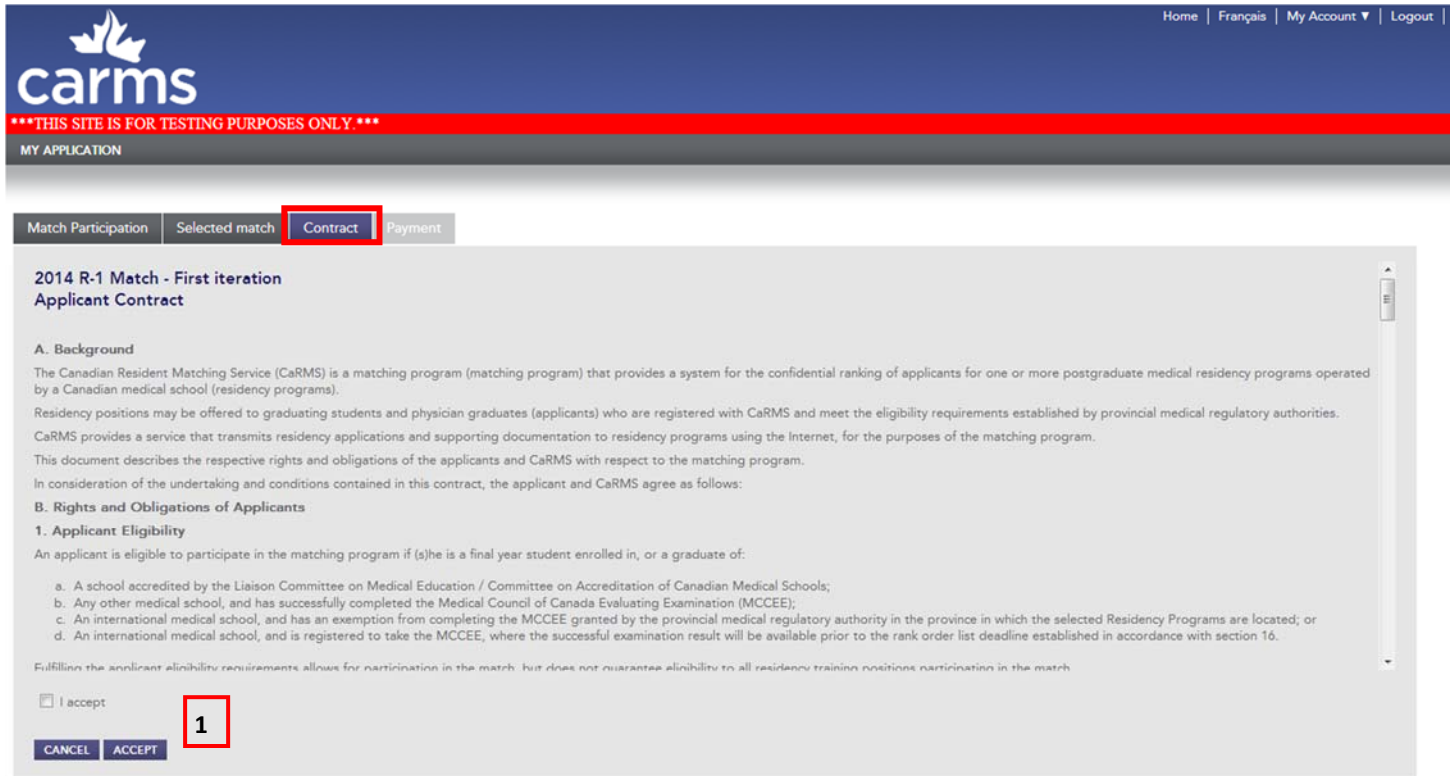


Figure 2.4

- Carefully review the Applicant Contract. Check the box and click **ACCEPT** to continue.

Match Participation | Selected match | Contract | **Payment**

Payment Details

Name: Tono Lodro
Address: 4 fonda Paro Afghanistan

Quantity	Item	Amount
1	Participation Fee - R1 Match 1st Iteration - IMG	CAD200.00
4	Program Fee - R1 Match 1st Iteration - IMG	CAD114.00
	Total (Owing)	CAD314.00

GST/HST #: 125712174 RT
CANCEL

Payment Method

Credit Card Number: **1**

Expiry Date: Month Year

PROCESS TRANSACTION **CANCEL TRANSACTION**

Figure 2.5

1. Enter your credit card number and expiry date. Click **PROCESS TRANSACTION** to continue.

[Home](#) | [Français](#) | [My Account](#) | [Logout](#)

***THIS SITE IS FOR TESTING PURPOSES ONLY ***

[MY INFORMATION](#) | [MY DOCUMENTS](#) | [MY APPLICATION](#)

Match Participation | **Contract**

Current Participating Match

Match name	Eligibility	Status	
2014 R-1 Match - First iteration/Jumelage R-1 de 2014 - Premier tour	Match criteria	Active	WITHDRAW 1

Figure 2.6

1. Once you have participated in the match you can withdraw. If you wish to withdraw select **WITHDRAW**. If you wish to participate once you have withdrawn, you will have to send an email to operations@carms.ca and request to be reinstated in the match.

3-My Account

From the **My Account** tab in the top right corner of your CaRMS Online account, you may access the following sections:

- User information
- Contact information
- Address information
- Security information
- Payment history

The information in the **My Account** section will have already been filled out when you registered but you can modify this information at any time.

3.1-User Information

Enter your **User Information**. You can modify this section at any time.

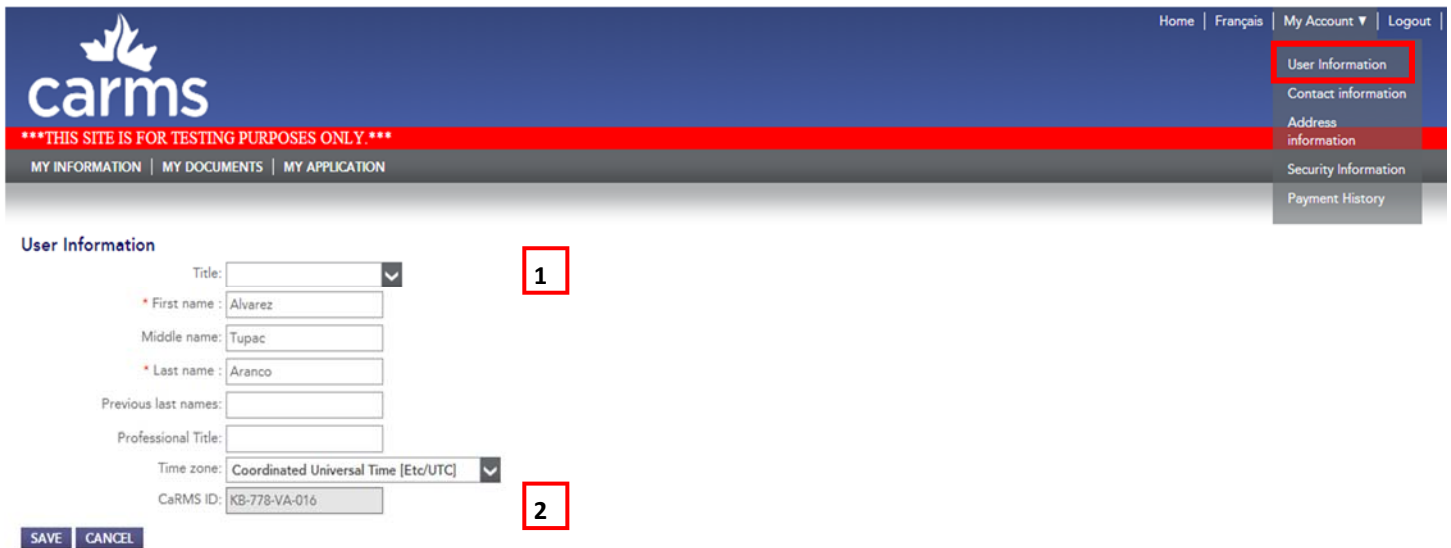


Figure 3.1

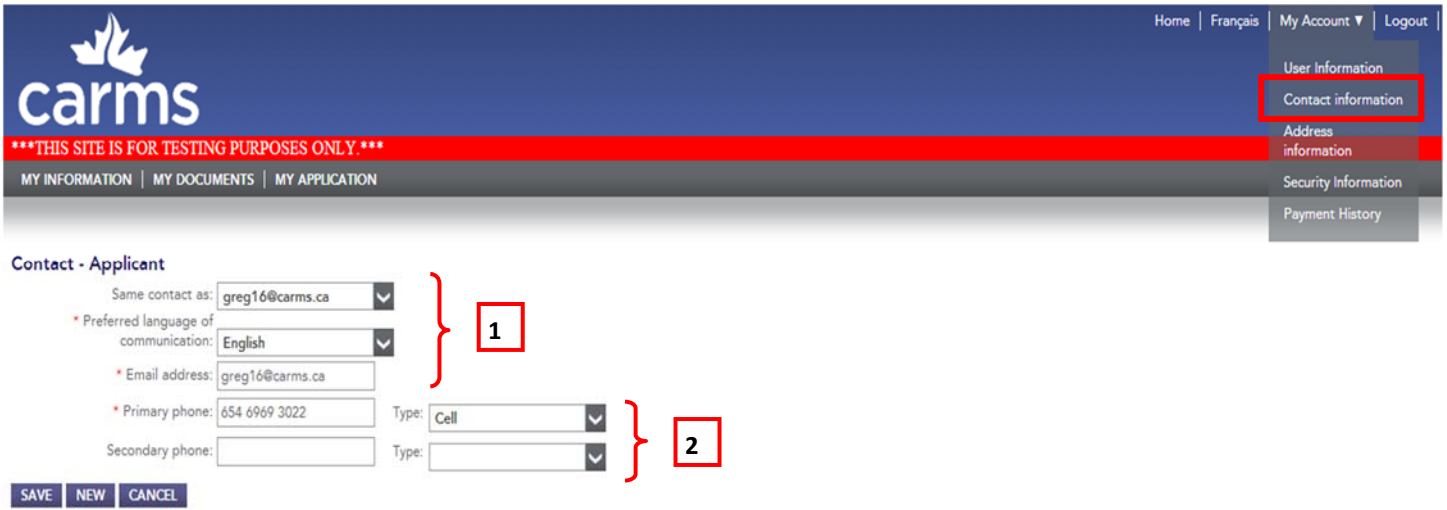
- 1.** Fill in the requested information. Required fields are marked by a red asterisk *.
- 2.** Your CaRMS ID is located at the bottom of this page.

3.2-Contact Information

Enter your **Contact Information**. Up-to-date contact information is required for the following purposes:

- CaRMS updates and communiqués
- Program interviews
- Resetting passwords

You can modify this section at any time.



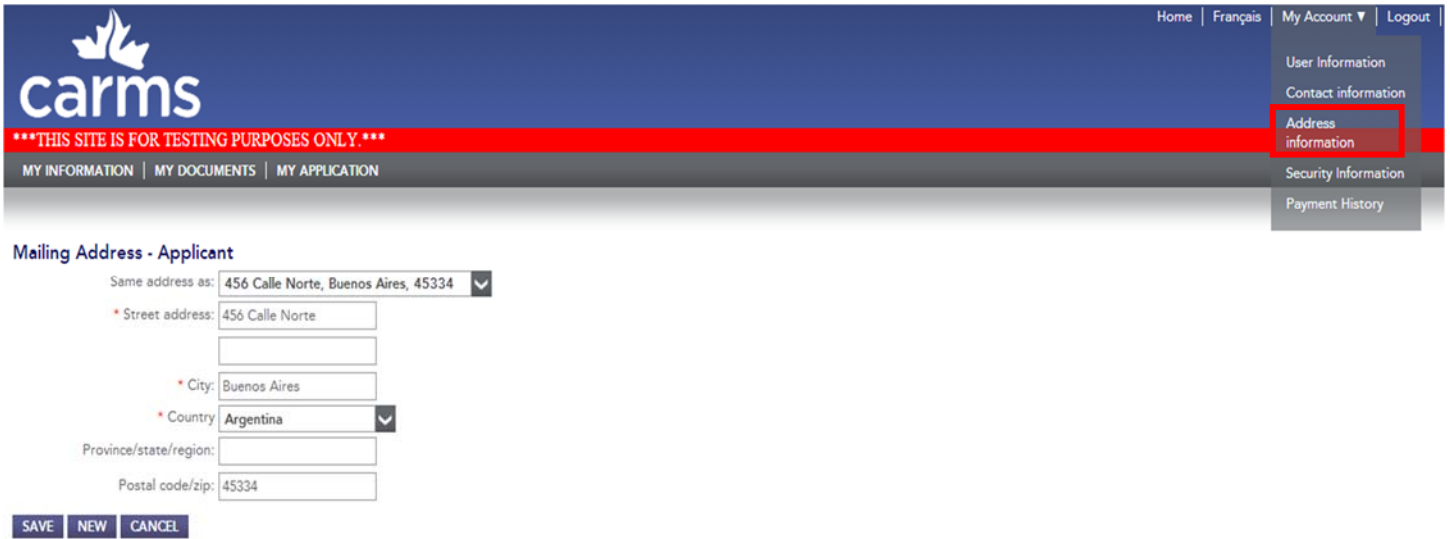
The screenshot shows the CaRMS user interface. At the top right, there is a navigation menu with 'Home', 'Français', 'My Account', and 'Logout'. Below this is a dropdown menu with 'User Information', 'Contact information', 'Address information', 'Security Information', and 'Payment History'. A red box highlights the 'Contact information' option. Below the navigation is a red banner with the text '***THIS SITE IS FOR TESTING PURPOSES ONLY.***'. Underneath is a grey bar with 'MY INFORMATION | MY DOCUMENTS | MY APPLICATION'. The main content area is titled 'Contact - Applicant'. It contains several form fields: 'Same contact as:' with a dropdown menu showing 'greg16@carms.ca'; '* Preferred language of communication:' with a dropdown menu showing 'English'; '* Email address:' with a text input field containing 'greg16@carms.ca'; '* Primary phone:' with a text input field containing '654 6969 3022' and a 'Type:' dropdown menu showing 'Cell'; and 'Secondary phone:' with an empty text input field and a 'Type:' dropdown menu. A red bracket labeled '1' groups the 'Preferred language of communication' and 'Email address' fields. A red bracket labeled '2' groups the 'Primary phone' and 'Secondary phone' fields. At the bottom left of the form are three buttons: 'SAVE', 'NEW', and 'CANCEL'.

Figure 3.2

1. Enter your primary email address.
2. Provide your primary phone number.

3.3-Mailing Address - Applicant

Enter your current mailing address. You can modify this section at any time.



The screenshot shows the 'carms' web application interface. At the top, there is a navigation bar with links for 'Home', 'Français', 'My Account', and 'Logout'. Below this is a red banner with the text '***THIS SITE IS FOR TESTING PURPOSES ONLY.***'. A secondary navigation bar contains 'MY INFORMATION', 'MY DOCUMENTS', and 'MY APPLICATION'. On the right side, a dropdown menu is open, showing options: 'User Information', 'Contact information', 'Address information' (highlighted with a red box), 'Security Information', and 'Payment History'. The main content area is titled 'Mailing Address - Applicant' and contains the following form fields:

- 'Same address as:' dropdown menu with the value '456 Calle Norte, Buenos Aires, 45334'.
- '* Street address:' text input field with the value '456 Calle Norte'.
- '* City:' text input field with the value 'Buenos Aires'.
- '* Country:' dropdown menu with the value 'Argentina'.
- 'Province/state/region:' text input field.
- 'Postal code/zip:' text input field with the value '45334'.

At the bottom of the form, there are three buttons: 'SAVE', 'NEW', and 'CANCEL'.

Figure 3.3

3.4-Security Information

Enter a username, password and security questions.

Figure 3.4

1. You can change your security questions and answers at any time.

3.5-Payment History

Your CaRMS payment history is found on this page.

Home | Français | My Account ▾ | Logout

carms

THIS SITE IS FOR TESTING PURPOSES ONLY.

MY INFORMATION | MY DOCUMENTS | MY APPLICATION

User Information
Contact information
Address information
Security Information
Payment History

Payment History
CANADIAN RESIDENT MATCHING SERVICE
171 Nepean Street, Suite 300
Ottawa, ON K2P 0B4
613-237-0075
GST/HST #: 125712174 RT

Statement of Account
Alvarez Aranco
456 Calle Norte
Buenos Aires, Argentina
45334

Statement Date: Sep 4, 2013 6:01:58 PM

Date/Time	Invoice #	Description	Quantity	Charges	Credits	Account Balance
2013-08-27 15:28	0087978	Frais de participation au jumelage R-1, premier tour - IMG	1	200.00		
		Frais de programme au jumelage R-1, premier tour - IMG	4	28.50		
		Visa			-314.00	0.00
Account Balance						CAD 0.00

PRINT **1**

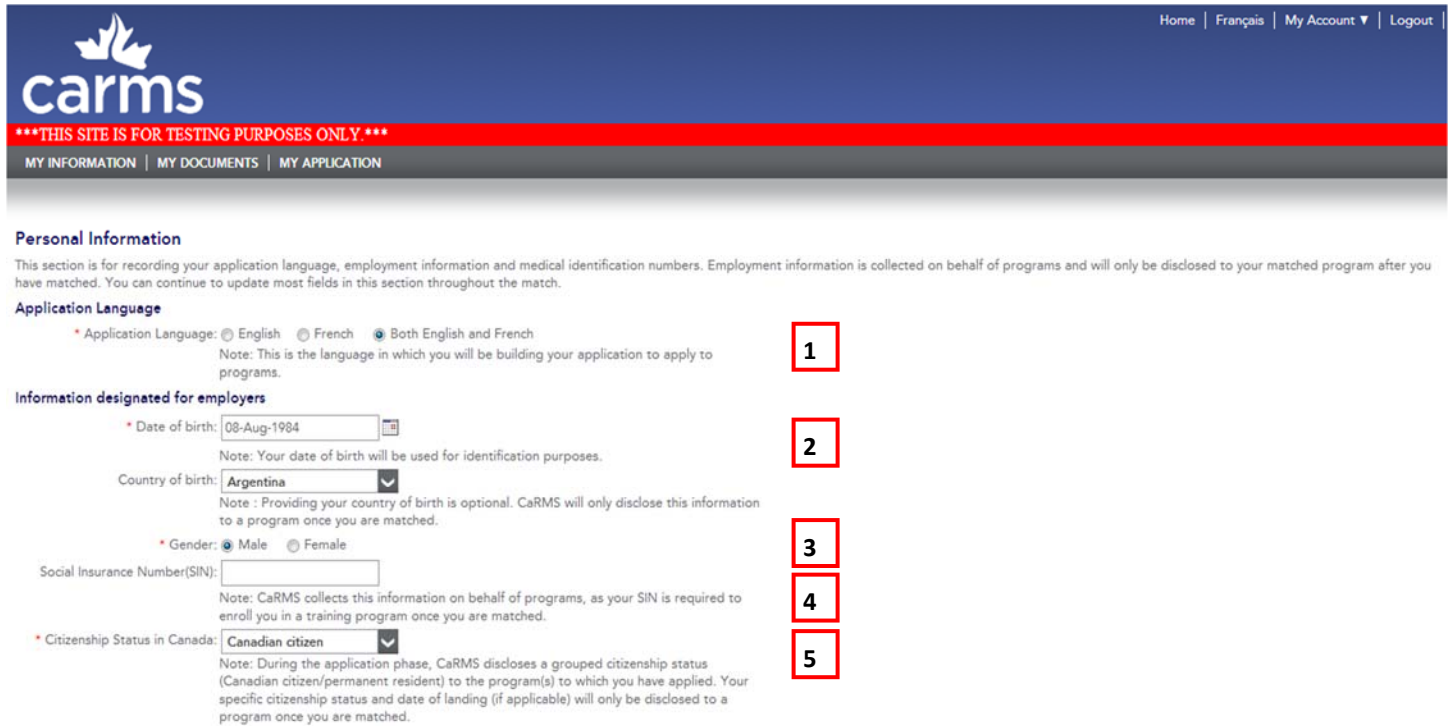
Figure 3.5

- 1.** To print an invoice, click **PRINT**.

4-My Information

4.1-Profile

4.1.1-Personal Information



The screenshot shows the 'Personal Information' section of the CaRMS application. It includes a header with the CaRMS logo and navigation links (Home, Français, My Account, Logout). A red banner states '***THIS SITE IS FOR TESTING PURPOSES ONLY.***'. Below the banner are links for 'MY INFORMATION', 'MY DOCUMENTS', and 'MY APPLICATION'. The 'Personal Information' section contains the following fields and notes:

- Application Language:** Radio buttons for English, French, and Both English and French. A note states: 'Note: This is the language in which you will be building your application to apply to programs.' (Callout 1)
- Information designated for employers:**
 - Date of birth:** A date picker showing '08-Aug-1984'. A note states: 'Note: Your date of birth will be used for identification purposes.' (Callout 2)
 - Country of birth:** A dropdown menu showing 'Argentina'. A note states: 'Note : Providing your country of birth is optional. CaRMS will only disclose this information to a program once you are matched.'
 - Gender:** Radio buttons for Male and Female. (Callout 3)
 - Social Insurance Number(SIN):** An empty text input field. A note states: 'Note: CaRMS collects this information on behalf of programs, as your SIN is required to enroll you in a training program once you are matched.' (Callout 4)
 - Citizenship Status in Canada:** A dropdown menu showing 'Canadian citizen'. A note states: 'Note: During the application phase, CaRMS discloses a grouped citizenship status (Canadian citizen/permanent resident) to the program(s) to which you have applied. Your specific citizenship status and date of landing (if applicable) will only be disclosed to a program once you are matched.' (Callout 5)

Figure 4.1

1. Confirm the language of your application.
2. Enter your date of birth using the calendar.
3. Indicate your gender.
4. Enter your social insurance number (SIN). CaRMS collects your SIN on behalf of programs, as it is required to work in Canada. It is only revealed to the program once you are matched.
5. Indicate your citizenship status. Please note that Canadian permanent residency status is the minimum requirement for applicants.

* MCC Candidate Code:	<input type="text" value="6546465464"/>	1
LMCC #:	<input type="text"/>	2
PCRC ID:	<input type="text"/>	3
Medical Identification Number for Canada (MINC):	<input type="text"/>	4
CEHPEA Candidate Code #	<input type="text"/>	5
AIMG ID	<input type="text"/>	6
USMLE/ECFMG #:	<input type="text"/>	7
AAMC ID:	<input type="text"/>	8
NRMP ID	<input type="text"/>	9

SAVE **CANCEL**

Figure 4.2

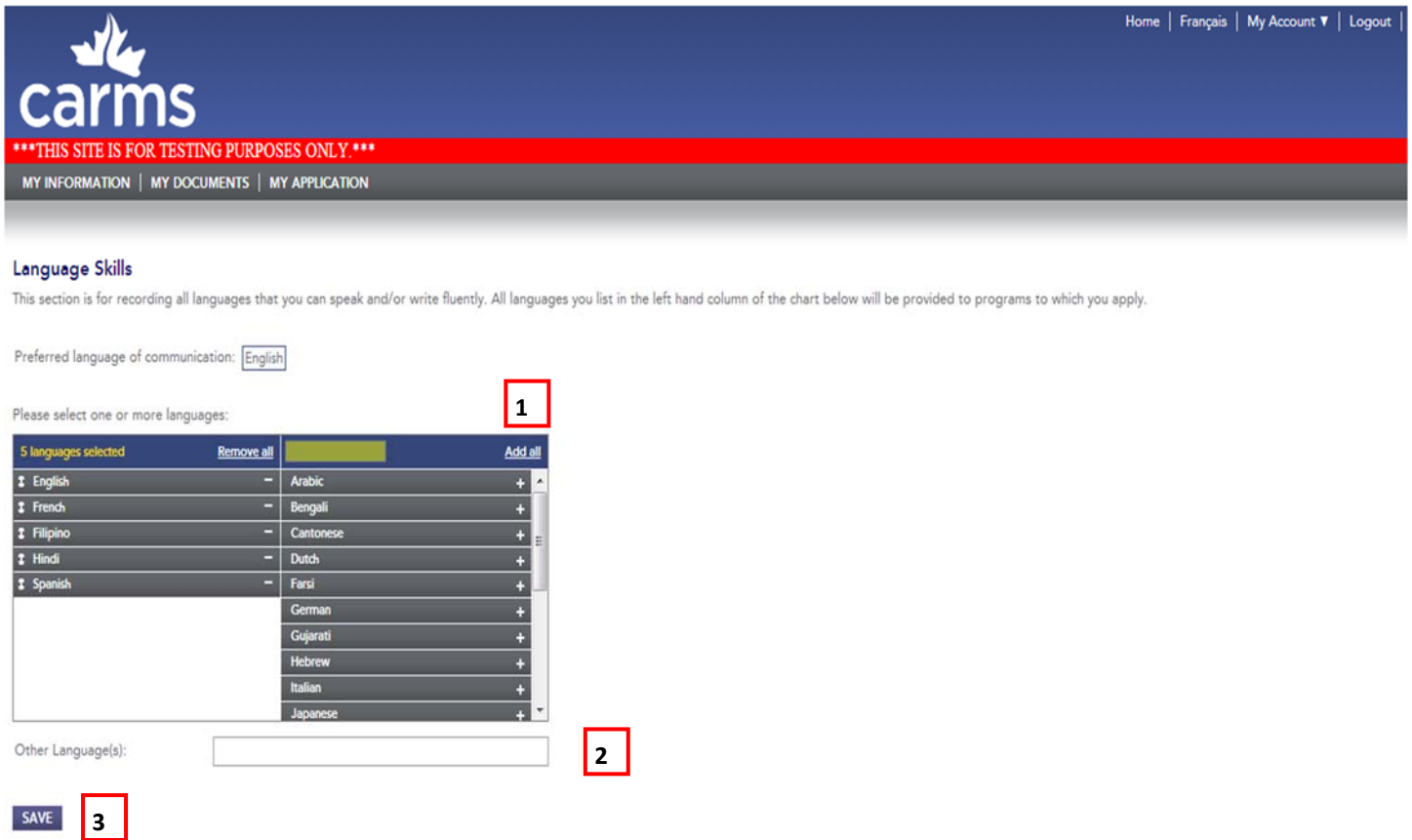
NOTE: Certain fields are only required for certain applicant types. Fields that are not relevant to you or that cannot be edited will be greyed out.

- 1.** Enter your MCC Candidate Code if you did not already do so during the registration process.
- 2.** Enter your Licentiate of the Medical Council of Canada (LMCC) number: You will receive this number after you pass the MCCQE2. If you are scheduled to take the exam, you can enter six zeroes (000000) as a temporary LMCC number. This will enable you to submit the exam section of your application.
- 3.** Enter your physiciansapply.ca ID (formerly PCRC).
- 4.** Enter your Medical Identification Number of Canada (MINC) (www.minc-nimc.ca). The MINC is used to identify every medical practitioner and/or educator in Canada. It is nationally recognized and is issued by the Medical Council of Canada (MCC) and the Federation of Medical Regulatory Authorities of Canada (FMRAC). Most applicants will not have a MINC until they are licensed.
- 5.** Enter your CEHPEA candidate code.
- 6.** Enter your AIMG ID. All IMGs wishing to apply to Alberta programs must be registered with the Alberta International Medical Graduate Program (<http://www.aimg.ca/index.php?m=2&page=1>).
- 7.** Enter your United States Medical Licensing Examination (USMLE) (www.usmle.org) / Educational Commission for Foreign Medical Graduates (ECFMG) (<http://www.ecfm.org>) number. The USMLE is a three-step examination for medical licensure in the United States. The USMLE ID number is used to help verify whether applicants are in the US match. The ECFMG is for applicants from medical schools outside the US and Canada who have taken steps 1 and 2 of the USMLE. Certification by the ECFMG is the standard for evaluating IMGs' qualifications before they enter the US graduate medical education system and provide supervised patient care. The ECFMG certificate is a requirement for IMGs to take step 3 of the USMLE and to obtain an unrestricted medical license in the US.

{ **Note:** the USMLE does not grant exemption from the MCC examinations. }
- 8.** Enter your Association of American Medical Colleges (AAMC) (<https://www.aamc.org>) ID. The AAMC ID is an identification number for all medical students, medical residents, medical school faculty members and others with whom the AAMC has a relationship.
- 9.** Enter your National Residency Matching Process (NRMP) (<http://www.nrmp.org/>) ID. The NRMP ID is an identification number for applicants participating in the NRMP match.

4.1.2-Language Skills

Record all languages that you can fluently speak and/or write.



Language Skills

This section is for recording all languages that you can speak and/or write fluently. All languages you list in the left hand column of the chart below will be provided to programs to which you apply.

Preferred language of communication:

Please select one or more languages:

5 languages selected	Remove all		Add all
English	-	Arabic	+
French	-	Bengali	+
Filipino	-	Cantonese	+
Hindi	-	Dutch	+
Spanish	-	Farsi	+
		German	+
		Gujarati	+
		Hebrew	+
		Italian	+
		Japanese	+

Other Language(s):

SAVE

Figure 4.3

1. The left hand column displays your chosen languages. To add a language to your list, choose one from the right hand column by clicking the + .
2. If a desired language is not listed in the right hand column, you can type it into the **Other Language(s)** field.
3. Click **SAVE** to save your list of languages.

4.2-Licensure

Enter information about your medical licensure. Canadian medical graduates (CMGs) will not usually have a medical license until they have completed their residency training and all MCC exams. Many international medical graduates (IMGs) will have a medical license.

Note: Completing all MCC exams and obtaining your LMCC certificate does not necessarily mean that you have your license to practice medicine in Canada.

Language selection: [English Records](#) [French Records](#)

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

1 Enter information pertaining to your current Canadian medical licensure, if applicable.

2 Enter information pertaining the validity of your Canadian medical license.

3 Enter any information pertaining to licensing outside of Canada.

Figure 4.4

- 1.** Enter information pertaining to your current Canadian medical licensure, if applicable.
- 2.** Enter information pertaining the validity of your Canadian medical license.
- 3.** Enter any information pertaining to licensing outside of Canada.

4.3-Achievements & Interests

Record your academic achievements (e.g. awards) and areas of interest.

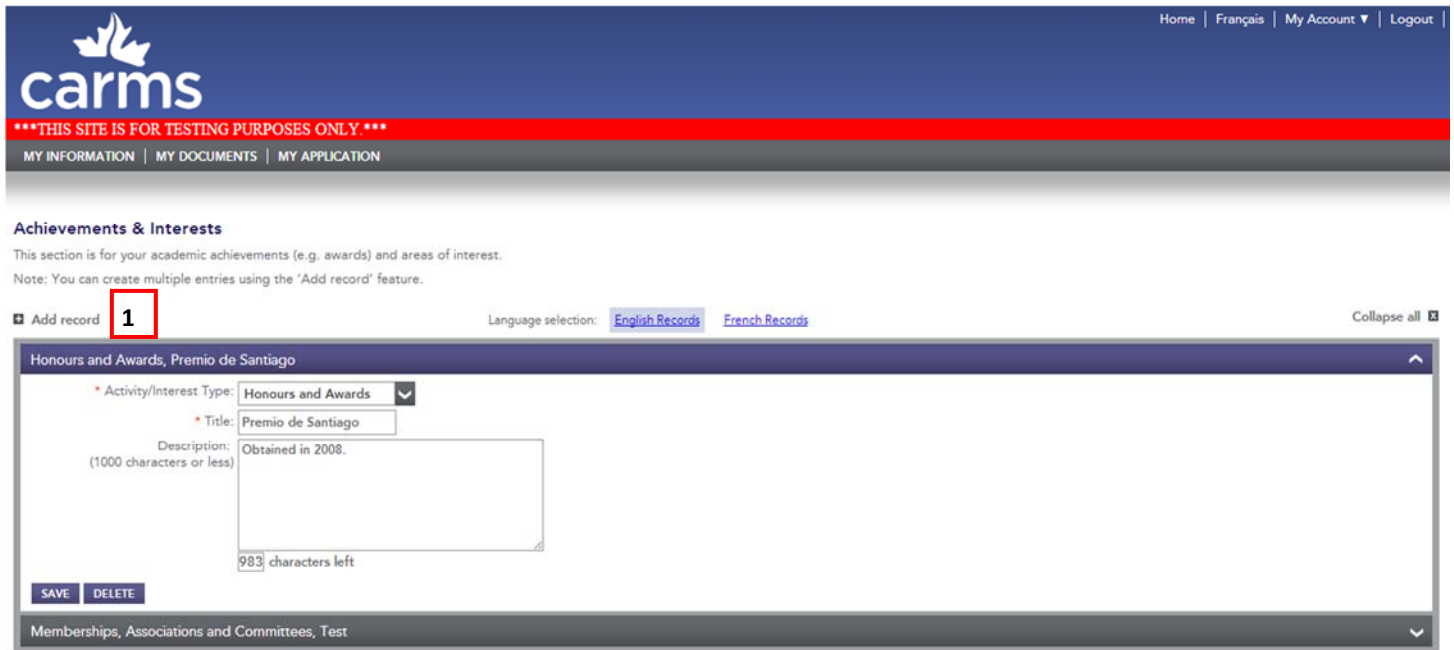


Figure 4.5

1. To create multiple entries, click on + Add record.

4.4-Education

4.4.1-Non-Medical Education

Record your undergraduate, CÉGEP, and post graduate education (completed or not). Undergraduate education is any schooling you received *after* completing high school and *before* beginning medical school. Graduate education is any schooling you received *after* completing your undergraduate education.

The most common types of education in this category are:

- Bachelor’s degree
- CÉGEP
- Pre-med
- Masters
- PHD

To add multiple entries, click **SAVE**, then **+ Add record**.

Home | Français | My Account | Logout

carms

THIS SITE IS FOR TESTING PURPOSES ONLY

MY INFORMATION | MY DOCUMENTS | MY APPLICATION

Non-Medical Education

This section is for recording your non-medical undergraduate education, including CÉGEP, as well as your non-medical graduate education. Medical education should be recorded in the 'Medical Education' section of your application.

Some programs may request an undergraduate transcript. Please check program descriptions to determine the requirements for your selected programs.

Note: You can create multiple entries using the 'Add record' feature.

Add record Language selection: English Records French Records Collapse all

* Education level:
* Country:
* Institution:
* City:
Province/state/region:
* Area of study:
* Date Degree Obtained: No degree expected/earned
* Degree obtained:
* Attendance start date:

SAVE CANCEL

1

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.6

- 1.** Mandatory fields are indicated by a red asterisk *.

4.4.2-Medical Education

Record information pertinent to your medical degree. During the **Request for Registration** step, you were asked to enter the country, school and graduation date of your **Medical Education**. Enter any outstanding information. Required fields are marked by a red asterisk *.

Note: If you attended more than one medical school, you must send an email containing the name of both schools, and your start dates at each to operations@carms.ca to request that a second record be added. You must provide complete information for both medical schools on your application.

Language selection: [English Records](#) [French Records](#)

Universidad Católica de Cuyo Facultad de Ciencias Médicas, Yes

* Country: Argentina

* Medical school of graduation: Universidad Católica de Cuyo Facultad de Ciencias Médicas

* City: Buenos Aires

Province/state/region: Ciudad Nacional

* My medical school of graduation provided instruction completely in: Other

* What was the primary language used when you communicated with patients? Other I did not communicate directly with patients.

* Date Degree Obtained: 08-May-2013

* Degree obtained: Yes

* Attendance start date: 04-Sep-2008

Did you complete an internship in order to obtain your medical degree?: Yes No

Additional information about your studies: (500 characters or less):

500 characters left

SAVE CANCEL

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.7

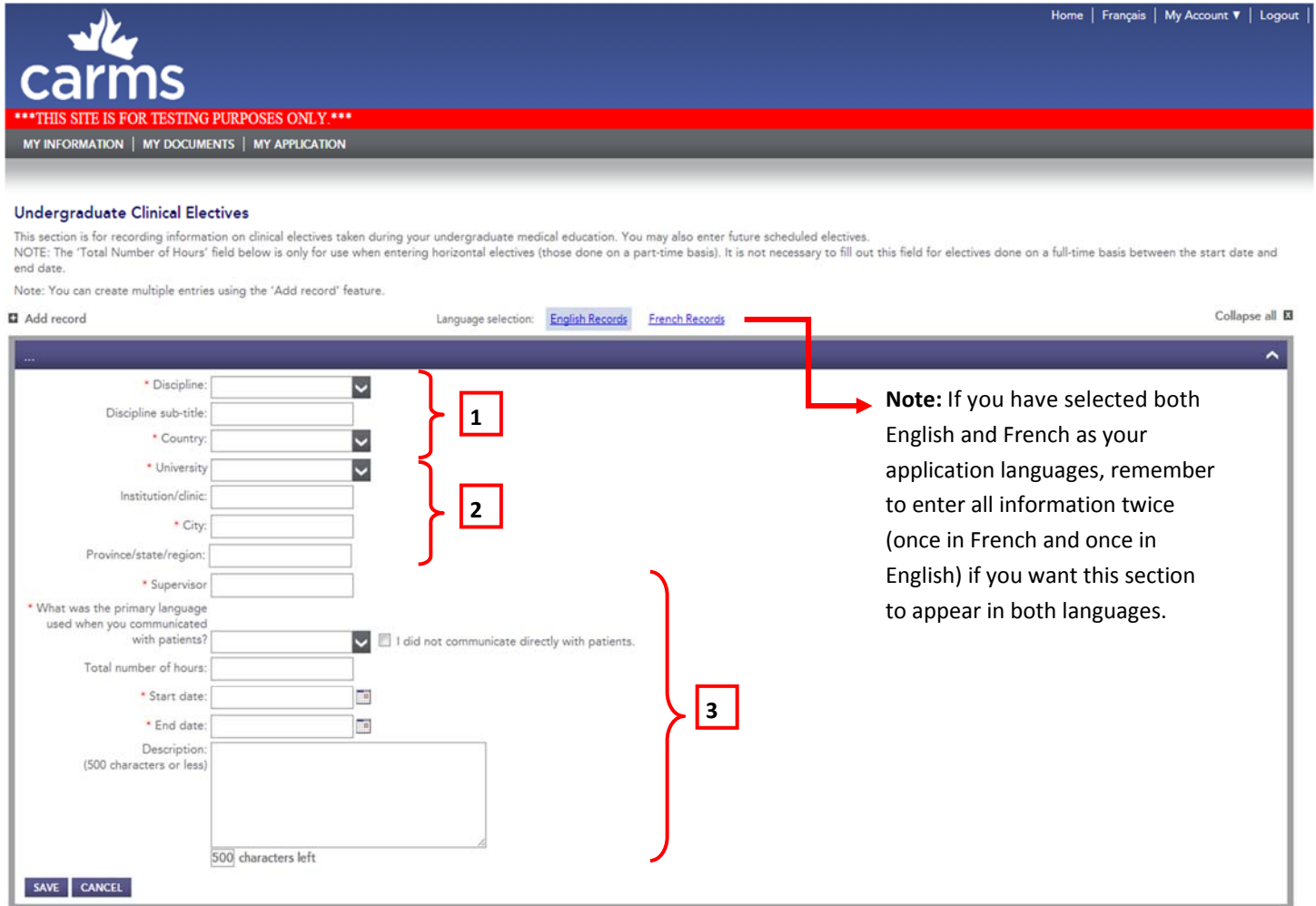
1. Enter information in the required fields.
2. Enter information in the optional fields, if desired.

4.4.3-Clinical Electives

Enter any electives you have, or will have completed during your medical education. An elective is defined as any rotation during your medical education training that was not mandatory. If you wish, you can also enter electives you will complete in the future.

You may also enter mandatory rotations in this section, if desired. Mandatory rotations are, as a rule, covered in the MSPR.

To add multiple entries, click **SAVE**, then **+ Add record**.



The screenshot shows the 'Add record' form for 'Undergraduate Clinical Electives'. At the top, there is a language selection menu with 'English Records' and 'French Records' options. A red arrow points from this menu to a note on the right: 'Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.' The form fields are grouped with red brackets and numbered 1, 2, and 3. Group 1 includes 'Discipline' and 'Country'. Group 2 includes 'University' and 'City'. Group 3 includes 'Supervisor', 'Start date', and 'End date'. There is also a 'Total number of hours' field and a 'Description' text area. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

Figure 4.8

1. Enter the **Discipline** and **Country** in which you completed, or will complete, the elective. You can also add the **Discipline sub-title**. Note: if a specific discipline does not appear on the list, we suggest choosing the closest discipline from the dropdown menu and entering the official name of the discipline as the sub-title.
2. Enter the name of the **University**, and **City** of your medical education elective.
3. Enter the name of your **Supervisor**, the language of communication, as well as the **Start date** and **End date** of the elective. You may also add a simple **Description** of the elective. If you do not know who the supervisor will be for a future elective, enter TBD.

The **Total number of hours** field is reserved for those who have completed a horizontal elective (an elective done over several months for a few hours on a part-time basis).

4.4.4-Post Graduate Training/Internships

Record any accredited postgraduate medical residency training in which you have participated. For the purposes of this application, postgraduate training is defined as any medical residency training undertaken after completing a medical degree, in a clinical setting, with supervised patient contact, that may lead to a general license and/or specific practice. To add multiple entries, click **SAVE**, then **+ Add record**.

Note: Some countries, like Egypt and India, require that a medical student complete a one year internship to receive a medical degree. In this case, that additional year may be added under **Post Graduate Training/Internships**.

The screenshot shows the 'Add record' form for Postgraduate Training/Internships. At the top, there are language selection tabs for 'English Records' and 'French Records'. Below this, the form contains several sections:

- Section 1:** Discipline (dropdown), Country (dropdown), Institution (dropdown), and City (text input). A checkbox option is present: 'This training was broad-based internship. No discipline is applicable.'
- Section 2:** Supervisor (text input) and Title (text input).
- Section 3:** Standard training program length (year(s)) (dropdown), 'What was the primary language used when you communicated with patients?' (dropdown), Start date (calendar), and End/Anticipated End Date (calendar). A checkbox option is present: 'I did not communicate directly with patients.'
- Section 4:** 'Please indicate your current residency status for this training program:' (dropdown), 'Was/is this training required as part of a medical degree?' (radio buttons for Yes/No), and a Description text area (500 characters or less).

 A note on the right side of the form states: 'Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.' Red arrows point from this note to the language selection tabs and the form fields. The form also includes 'SAVE' and 'CANCEL' buttons at the bottom left.

Figure 4.9

1. Enter the **Discipline, Country, Institution, and City** in which your training took place. Note: the list compiled contains all residency training disciplines as collected by the Royal College of Physicians and Surgeons of Canada. CaRMS does not control this list, nor can we modify it.
2. Enter the name of your **Supervisor** during your residency training. If you do not remember his or her name, you can enter Not applicable (N/A). If you had multiple supervisors, enter the name of the supervisor with whom you had the most contact.
3. Enter the **Start and End/Anticipated End Date** of your residency training, regardless of whether or not your training was interrupted.
4. Indicate your current status within that program, and whether it was required as part of a medical degree.

4.4.5-Residency Electives

Record electives you have, or will have, completed during your residency training. An elective is defined as any rotation you have done during residency training that was not mandatory. To add multiple entries, click **SAVE**, then **+ Add record**.

Note: Most CMGs will not have done any residency training and will therefore not have any residency electives.

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.10

1. Enter the **Discipline** (of your residency) and **Country** in which you completed, or will complete, the elective. You can also add the **Discipline sub-title**. Not all residency disciplines appear in the list. We recommend choosing the closest discipline from the dropdown menu and entering the official name of the discipline in the sub-title field.
2. Enter the name of the **University** and **City** of your residency elective training.
3. Enter the name of your **Supervisor**, as well as the **Start date** and **End date** of your elective. You may also add a simple **Description** of the elective.

4.4.6-Non Clinical Training

Record any training you have completed that is not directly linked to your medical education. This includes, but is not limited to, CPR, ACLS, and BCLS.

If you are unsure of where to record training because it does not fit in any other category, it can be entered in this section.

To add multiple entries, click **SAVE**, then **+ Add record**.

The screenshot shows the 'Add record' form for 'Non Clinical Training/Certifications'. At the top, there is a language selection area with 'English Records' and 'French Records' tabs. Below this, the form fields are:

- 1**: A text field for 'Non Clinical Training/Certification'.
- 2**: A date field for 'Date'.
- A dropdown menu for 'Country'.
- A text area for 'Description (500 characters or less)'.

 A red arrow points from the language selection tabs to a note on the right:

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.11

- 1.** Enter the name of the **Non clinical training/certifications**, as well as the **Date** you completed or the training or certification and the **Country** in which it took place.
- 2.** Enter a **Description** of your training, if desired.

4.5-Examinations

Record any examinations you have taken, or are scheduled to take.

All examination documents submitted to programs must be current. Some examinations expire after a number of years and it is up to you to ensure that your examination results are currently valid.

4.5.1-Medical Council Of Canada (MCC)

Record the information pertinent to the following exams:

- **Medical Council of Canada Evaluating exam (MCCEE)** (Required by all IMGs and Osteopathic physicians)
- **Medical Council of Canada Qualifying Examination part I (MCCQE part I)** (May be required by certain programs. Please see the program descriptions and provincial eligibility criteria posted on the CaRMS website: <https://www.carms.ca/>)
- **Medical Council of Canada Qualifying Examination part II (MCCQE part II)** (May be required by certain programs. Please see program descriptions and provincial eligibility criteria)

For more information on the MCC please visit: www.mcc.ca.

To add multiple entries, click **SAVE**, then + **Add record**.

Figure 4.12

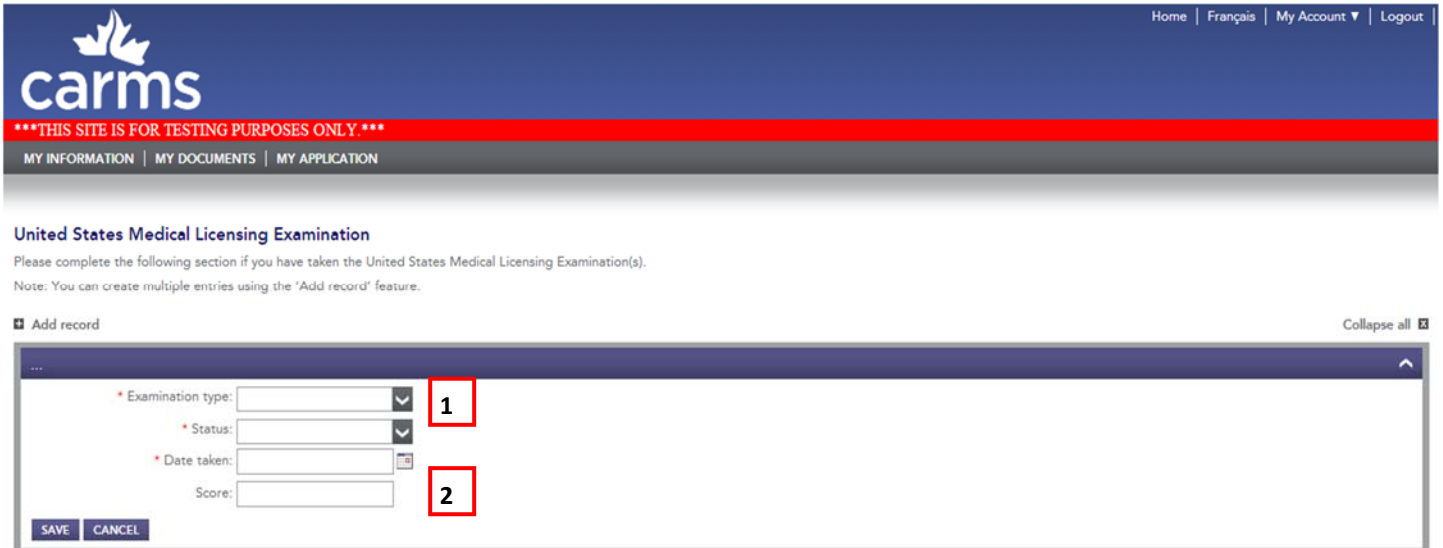
1. Check the box to authorize CaRMS to retrieve your exam score from the MCC.
2. Enter the **Examination type**, **Status** and **Date taken** in the corresponding fields.
3. Your **Score** will be filled by CaRMS prior to file review.

Note: CaRMS will collect your scores from the MCC and post them on your profile. CaRMS does not receive the results documents. Therefore it is your responsibility to provide the corresponding document (statement of results/supplementary feedback) to be included with your application.

4.5.2-United States Medical Licensing Examination

Record any United States Medical Licensing Examination(s) (USMLE) you have taken. The USMLE is not a requirement for the match, but you may include your results with your application.

To add multiple entries, click **SAVE**, then **+ Add record**.



The screenshot shows the carms website interface. At the top, there is a navigation bar with the carms logo and links for Home, Français, My Account, and Logout. Below this is a red banner with the text "THIS SITE IS FOR TESTING PURPOSES ONLY." and a navigation bar with links for MY INFORMATION, MY DOCUMENTS, and MY APPLICATION. The main content area is titled "United States Medical Licensing Examination" and includes instructions and a note. Below the instructions is a form titled "Add record" with a "Collapse all" button. The form contains the following fields: "Examination type:" (dropdown menu), "Status:" (dropdown menu), "Date taken:" (date picker), and "Score:" (text input). Red boxes highlight the "Examination type:" dropdown menu and the "Score:" text input field. At the bottom left of the form are "SAVE" and "CANCEL" buttons.

Figure 4.13

1. Select the **Examination type** from the dropdown menu.
2. Enter your score and provide the corresponding result documents by uploading them in the **Attach Document** section.

4.5.3-Language Examinations

Record any language examination(s) you have taken to indicate your proficiency in either English or French.

It is important to note that if your language of instruction during medical school was not English or French, some provincial or program criteria may require you to take, and provide the results of, a language assessment exam. Please refer to the program descriptions and provincial criteria sections of the CaRMS website (http://www.carms.ca/eng/r1_eligibility_prov_e.shtml) for more information.

To add multiple entries, click **SAVE**, then **+ Add record**.

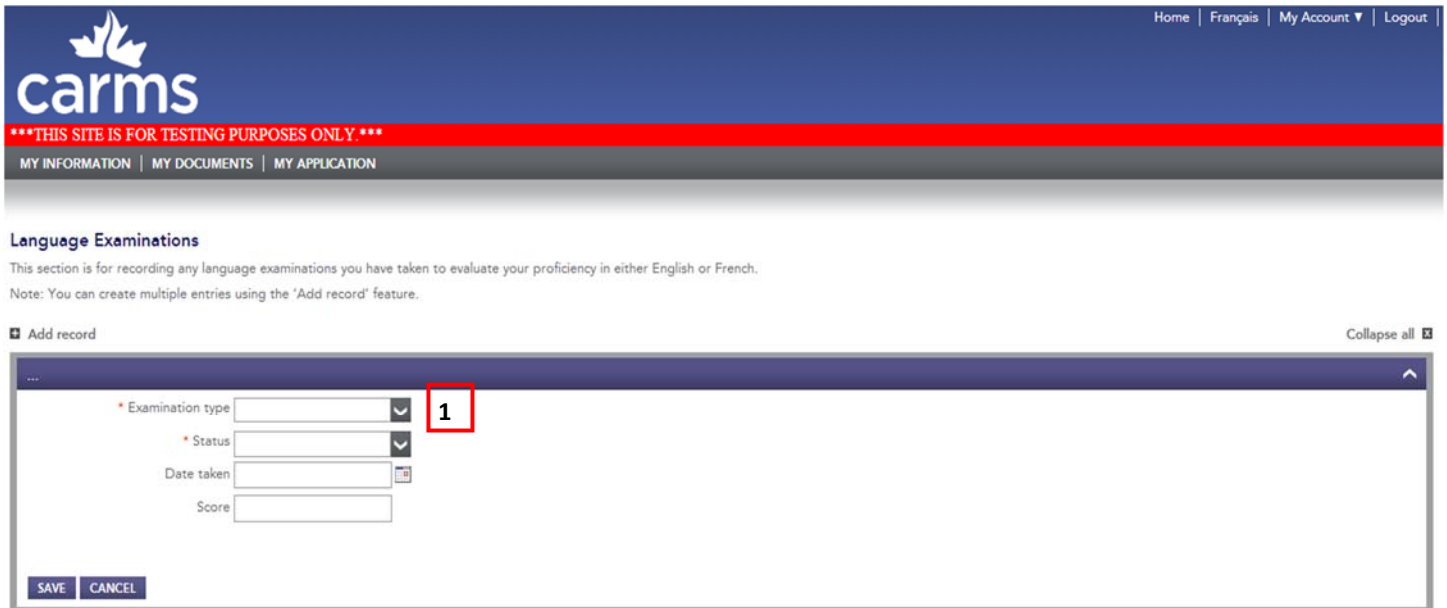


Figure 4.14

1. Select the **Examination type** from the dropdown menu. You will find the following examination types:

- **Test of English as a Foreign Language (TOEFL)** (the CaRMS institution code is **8309** and the department code is **99** or **00**)
<http://www.ets.org/toefl>
- **International English Language Testing System (IELTS)**
<http://www.ielts.ca/index.php>
- **Examen de l'Office québécois de la langue française**
<http://www.oqlf.gouv.qc.ca/>
- **The Test of English for International Communication (TOEIC)**
<http://www.etsglobal.org/Fr/Eng/Tests-Preparation/The-TOEIC-Tests>
- **Test de Français International (TFI):**
<http://www.etscanada.ca/fr/tfi/>
- **Examens de compétence de la langue française**
<http://piquefrancais.ccdmd.qc.ca/examen.php>

4.5.4-Assessments

Record any provincially-administered assessments. These may be required by certain programs and/or provinces.

To add multiple entries, click **SAVE**, then **+ Add record**.

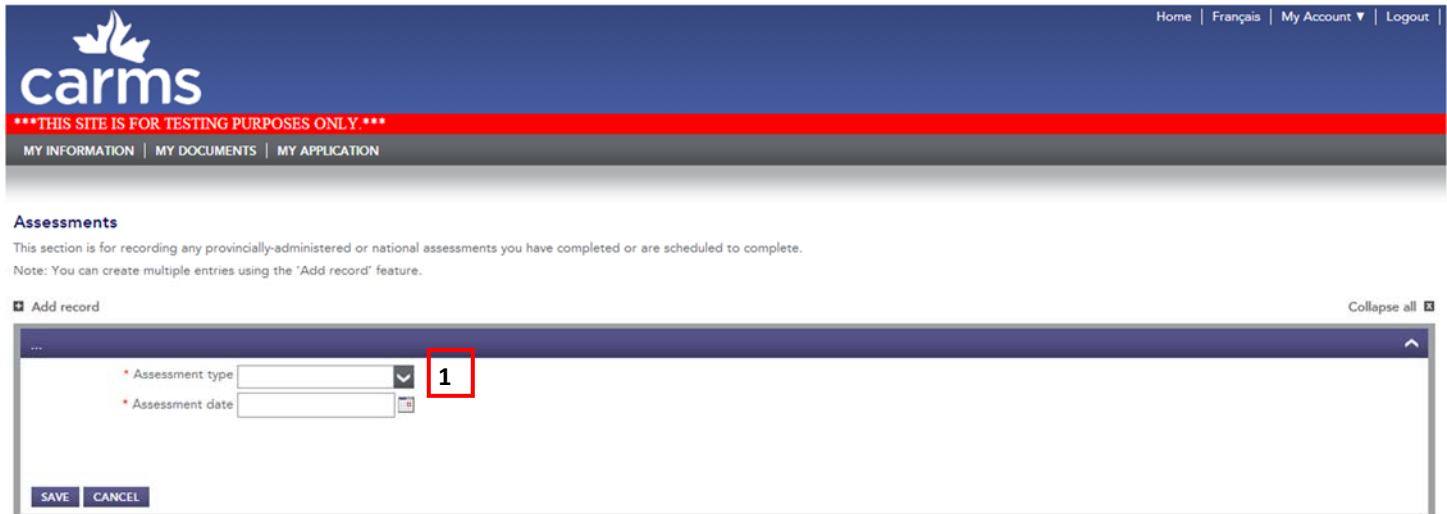


Figure 4.15

1. Select the **Assessment type** from the drop down menu:

- **Clinical Skills Assessment and Training (CSAT)**
<http://www.cpsnl.ca/default.asp?com=Pages&id=111&m=365>
- **The Clinician Assessment for Practice Program (CAPP)**
<http://www.caprogram.ca/index.html>
- **Clinician Assessment and Professional Enhancement (CAPE)**
<http://umanitoba.ca/faculties/medicine/education/cpd/assessment/cape.html>
- **Non-Registered Specialist Assessment Program (NRSAP)**
<http://umanitoba.ca/faculties/medicine/education/imgp/specialistassessment.html>
- **Alberta IMG Program Assessment Process (AIMG)**
<http://www.aimg.ca/>
- **BC IMG Assessment Program (BCIMG)**
<http://imgbc.med.ubc.ca/>
- **CEHPEA - CE1**
<http://www.kehpea.ca/examinations/PGY1/NAC-OSCE.htm>
- **CEHPEA - CE2**
http://www.kehpea.ca/examinations/PRA/exams_CE2.htm
- **CEHPEA - SWE**
http://www.kehpea.ca/examinations/PRA/exams_SWE.htm
- **Examen des sciences cliniques médicales du CMQ**
<http://www.cmq.org/fr/ObtenirPermis/DiplomesInternationaux/Permis/1ReconnaissanceEquivalence.aspx>
- **National Assessment Collaboration (NAC) Objective Structured Clinical Examination (OSCE)**
<http://www.mcc.ca/en/NAC/>

If you have selected the NAC OSCE, specific instructions on how to release the score to CaRMS will appear.

To add multiple entries, click **SAVE**, then **+ Add record**.

Figure 4.16

1. Your **Score** will be filled in by CaRMS prior to file review.

}

Note: CaRMS will collect your scores from the MCC and post them on your profile. CaRMS does not receive the results documents. Therefore it is your responsibility to provide the corresponding document (statement of results/supplementary feedback) to be included with your application.
2. Indicate whether you want the results to be shared with CaRMS, for both Pass and Fail results.
3. Carefully read this information. If you select the NAC OSCE, it is your responsibility to print, sign and send the release form to the MCC to authorize the disclosure of your results to CaRMS.
4. Check the box to authorize CaRMS to provide some personal information to the MCC for the purpose of retrieving your NAC OSCE score. It is your responsibility to provide your result documents to CaRMS so that they will be included with your application. You can either send the document to CaRMS by mail, or scan and upload it directly in your **Attach Document** section.

4.5.5-Other

Record any other examinations that do not fit in the previous sections. To provide proof that you have successfully completed these examinations, upload the corresponding document(s) in the **Attach Document** section of your application.

To add multiple entries, click **SAVE**, then **+ Add record**.




Figure 4.17

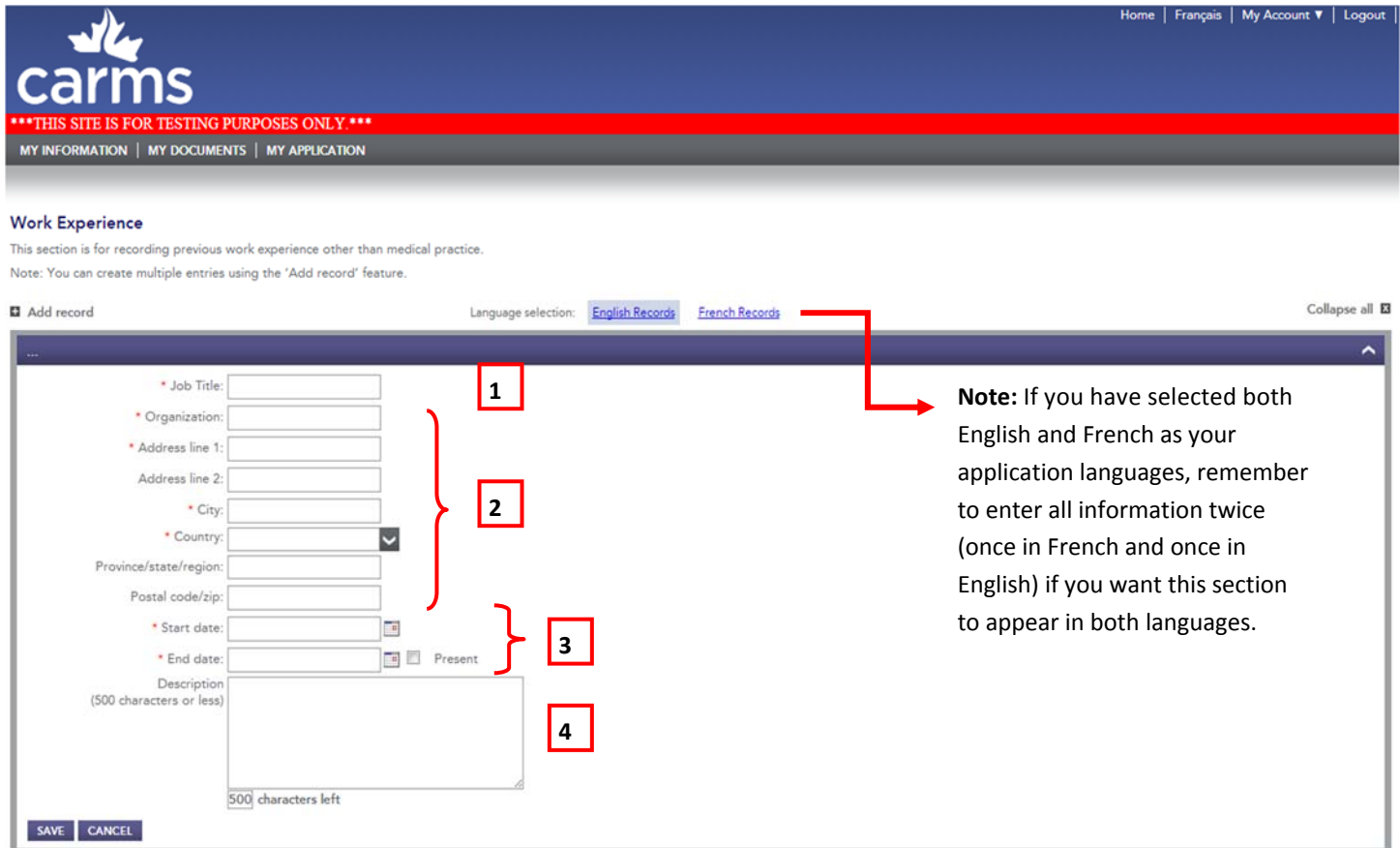
- 1 Fill in the required information and click **SAVE**.

4.6-Experience

4.6.1-Work Experience

Record any work experience that is not considered clinical practice, including work that was done prior to obtaining your medical degree. We encourage you to record work experience that is not necessarily linked to the medical field in this section.

To add multiple entries, click **SAVE**, then **+ Add record**.



The screenshot shows the 'Work Experience' form in the carms system. The form is titled 'Work Experience' and includes the following fields:

- Job Title:** (1)
- Organization:**
- Address line 1:**
- Address line 2:**
- City:** (2)
- Country:** (2)
- Province/state/region:**
- Postal code/zip:**
- Start date:** (3)
- End date:** (3)
- Description (500 characters or less):** (4)

A note on the right states: "Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages." The form is annotated with numbered boxes 1 through 4 pointing to the Job Title, Address/City/Country, Start/End dates, and Description fields respectively.

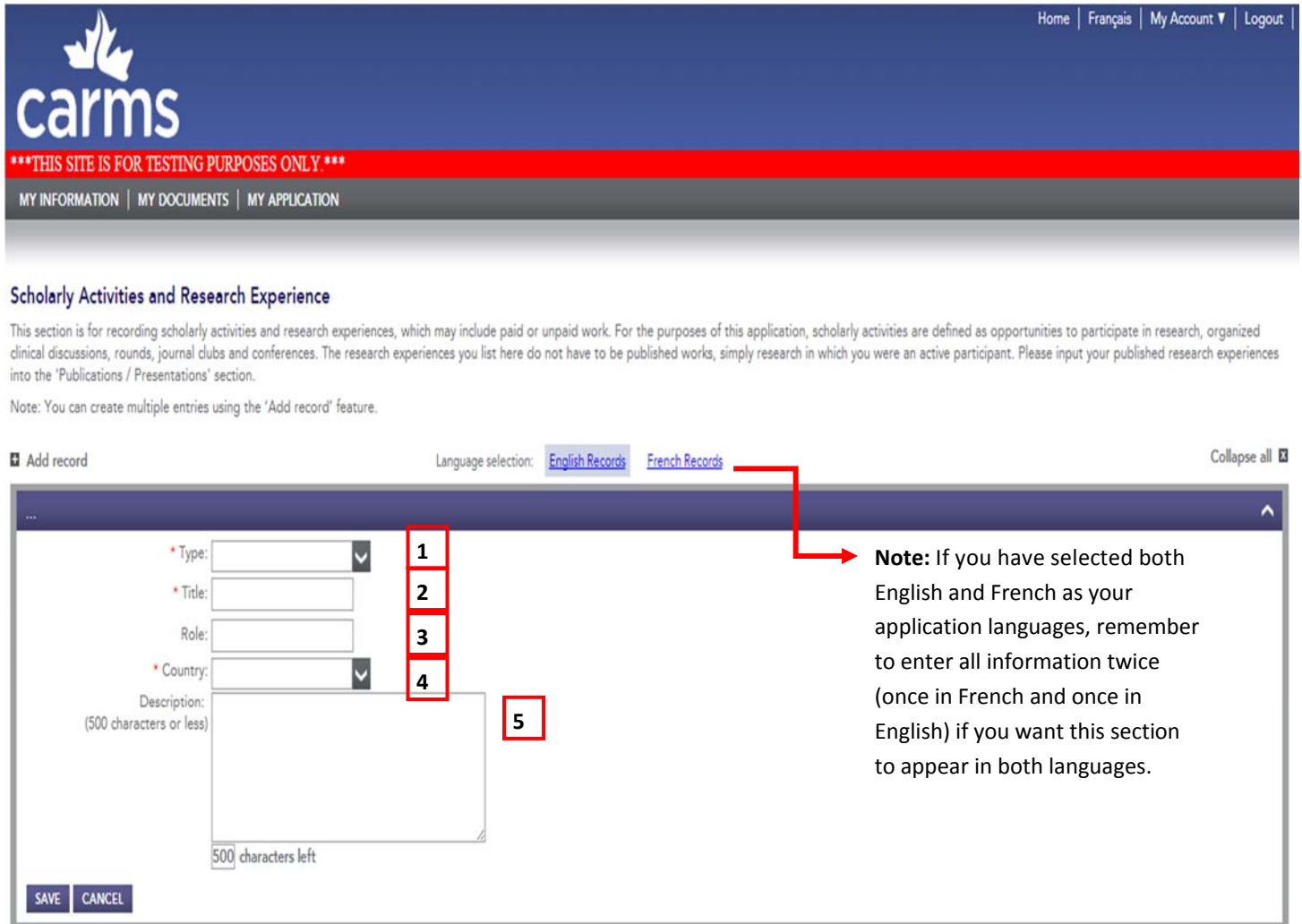
Figure 4.18

1. Enter the **Job Title**. If you did not have a specific title, you can enter N/A and provide an explanation in the **Description** box.
2. Enter the **Address, City and Country** of your work experience.
3. Enter the **Start date** and **End date** of your work experience. You will not be able to enter a date that is later than the present date. If your work experience will end on a future date, mention it in the **Description** box.
4. Enter a short **Description** of your work experience, if desired.

4.6.2-Scholarly Activities and Research Experience

Record any scholarly activities and research experiences, including participation in research, organized clinical discussions, rounds, journal clubs and conferences. The **ECFMG** defines a scholarly activity as “an opportunity for residents/fellows and faculty to participate in research, as well as organized clinical discussions, rounds, journal clubs, and conferences.”

To add multiple entries, click **SAVE**, then **+ Add record**.



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Scholarly Activities and Research Experience

This section is for recording scholarly activities and research experiences, which may include paid or unpaid work. For the purposes of this application, scholarly activities are defined as opportunities to participate in research, organized clinical discussions, rounds, journal clubs and conferences. The research experiences you list here do not have to be published works, simply research in which you were an active participant. Please input your published research experiences into the 'Publications / Presentations' section.

Note: You can create multiple entries using the 'Add record' feature.

Add record Language selection: [English Records](#) [French Records](#) Collapse all

* Type: 1

* Title: 2

Role: 3

* Country: 4

Description: 5
(500 characters or less)

500 characters left

SAVE CANCEL

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.19

1. Select the **Type** of activity or experience.
2. Enter the **Title** of the scholarly activity or research experience (e.g. the name of conference you attended).
3. Indicate your **Role**. This field is not a mandatory field and can be left empty if it is not relevant to your scholarly activity or research experience
4. Enter the **Country** in which the scholarly activity or research experience took place.
5. Enter a short **Description** of your scholarly activity or research experience, if desired.

4.6.3-Observerships

Record any observerships you have completed.

An observership is a period of time spent observing clinical practice, usually with no patient contact. It is also sometimes referred to as a shadowing opportunity. Normally an observership lasts between one week and one month. It does not involve a service commitment or a salary and is non-accredited. Many IMGs will have experience that is very similar to the definition of an observership but includes a certain amount of patient contact. Such experience can still be entered in the **Observership** section but patient contact must be mentioned in the **Description** box. To add multiple entries, click **SAVE**, then **+ Add record**.

The screenshot shows the 'Add record' form for Observerships. At the top right, there are language selection tabs for 'English Records' and 'French Records'. A red arrow points from these tabs to a note on the right side of the form. The form fields are numbered 1 through 6:

- 1: Discipline dropdown menu
- 2: Country and University dropdown menus
- 3: Supervisor text input field
- 4: Total number of hours text input field
- 5: Start date and End date date pickers
- 6: Description text area

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

Figure 4.20

1. Select the **Discipline** from the dropdown menu. If the description does not appear in the menu, select **Other**.
2. Enter the **Country** and **University** where the observership was conducted. If the observership was not affiliated with a university, select **Not affiliated with university**. Note: only list observerships done in Canada and the US in this section.
3. Enter the name of your **Supervisor**. If you no longer remember his or her name, enter N/A and provide an explanation in the **Description** box.
4. Enter the **Total number of hours** of your observership. This is not a mandatory field. If the number of hours exceeds the number that the system allows, enter the number of hours in the **Description** box.
5. Enter the **Start date** and **End date** of the observership.
6. Enter a short **Description** of the observership, if desired.

4.6.4-Volunteer

Record any volunteer experience or relevant unpaid work for which you did not receive school credit. Volunteer experience does not have to be linked to the medical field. You may record volunteer experience that took place prior to obtaining your medical degree.

To add multiple entries, click **SAVE**, then **+ Add record**.

The screenshot shows the 'Add record' form for 'Volunteer Experiences'. At the top, there is a navigation bar with 'Home', 'Français', 'My Account', and 'Logout'. Below the navigation bar, there is a red banner with the text '***THIS SITE IS FOR TESTING PURPOSES ONLY.***' and a menu with 'MY INFORMATION', 'MY DOCUMENTS', and 'MY APPLICATION'. The main content area is titled 'Volunteer Experiences' and includes a note: 'This section is for recording volunteer experience or relevant unpaid work for which you did not receive school credit. Note: You can create multiple entries using the 'Add record' feature.' The form itself is titled 'Add record' and has a language selection dropdown set to 'English Records'. The form fields are: Job Title (1), Organization (2), City (2), Country (2), Province/state/region, Total number of hours (3), Start date (4), End date (4), and Description (5). A note on the right side of the form states: 'Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.'

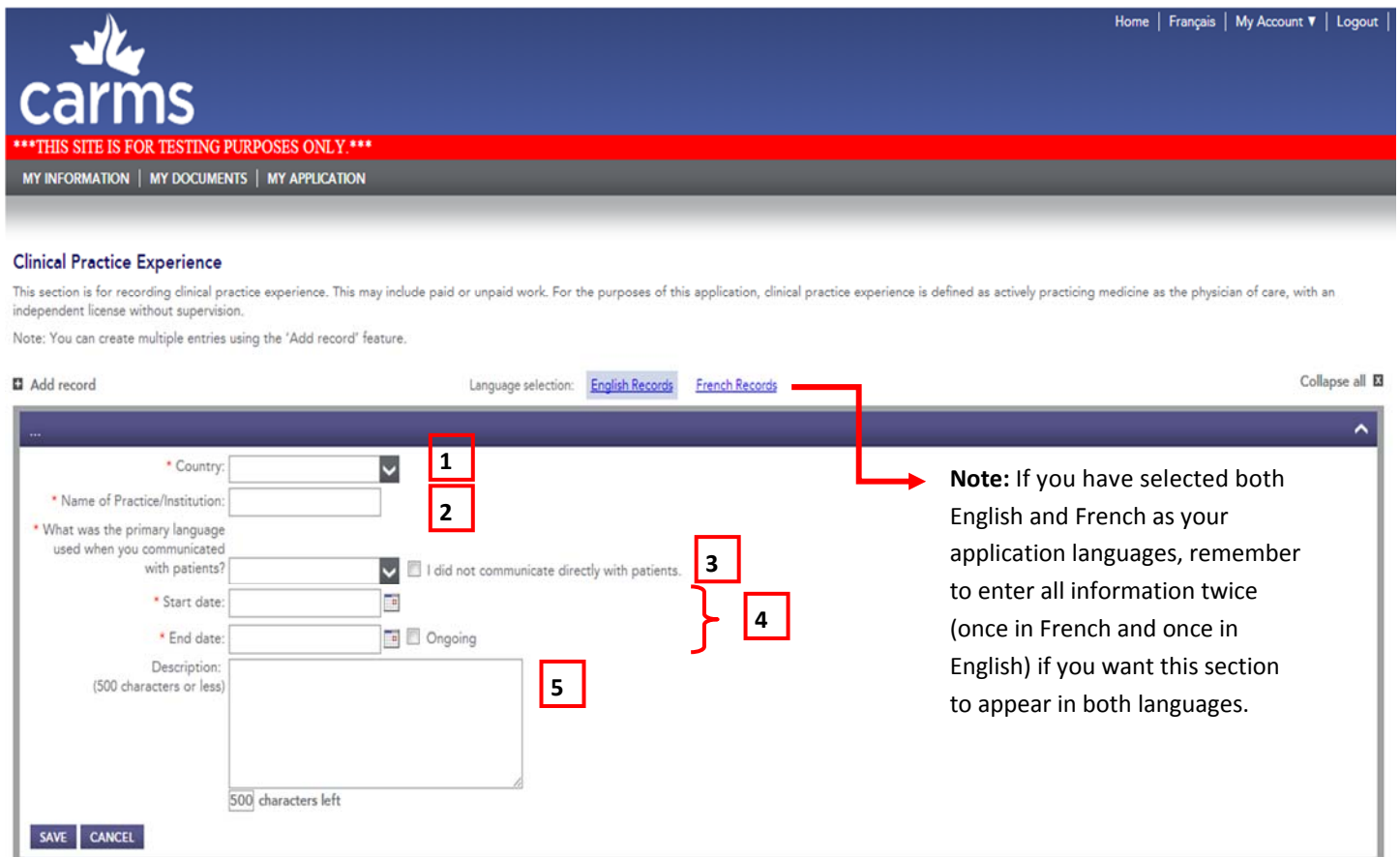
Figure 4.21

1. Enter your **Job Title**. If you did not have a specific title, enter 'Volunteer worker'.
2. Enter the name of the **Organization** for which you volunteered, as well the **City** and **Country** where it was located.
3. Enter the **Total number of hours**, if desired. This is not a mandatory field. If the number of hours exceeds the number that the system allows, you may input the number of hours in the **Description** box.
4. Enter the **Start date** and **End date** of your volunteer experience. You will not be able to enter a date that is later than the present date. If your volunteer experience will end on a future date, mention it in the **Description** box.
5. Enter a short **Description** of the volunteer experience, if desired.

4.6.5-Clinical Practice Experience

Record clinical practice experience. This may include paid or unpaid work. For the purposes of this application, clinical practice experience is defined as actively practicing medicine with an independent license without supervision.

To add multiple entries, click **SAVE**, then **+ Add record**.



The screenshot shows the 'Add record' form for Clinical Practice Experience. The form is titled 'Add record' and has a language selection dropdown set to 'English Records'. The form fields are:

- 1**: Country (dropdown menu)
- 2**: Name of Practice/Institution (text input)
- 3**: What was the primary language used when you communicated with patients? (dropdown menu) and a checkbox for 'I did not communicate directly with patients.'
- 4**: Start date (calendar icon) and End date (calendar icon) with an 'Ongoing' checkbox.
- 5**: Description (500 characters or less) (text area)

 A note on the right side of the form states: 'Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.' Red boxes and arrows highlight the fields and the note.

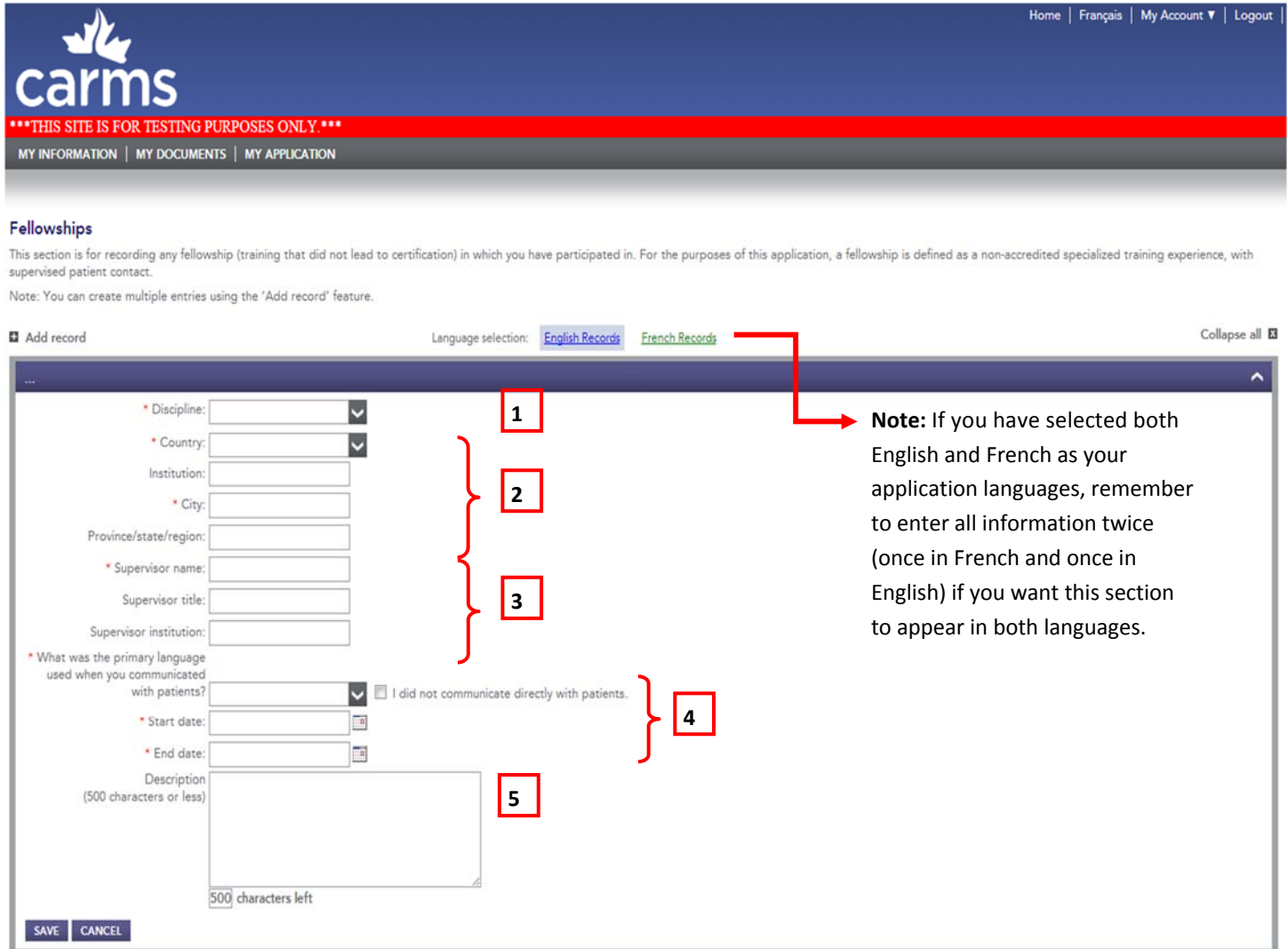
Figure 4.22

- 1.** Enter the **Country** in which you practiced.
- 2.** Enter the name of the **Institution** with which you were affiliated.
- 3.** Indicate the primary language you used to communicate with patients. If you did not communicate with patients, check the 'I did not communicate directly with patients' box.
- 4.** Enter the **Start date** and **End date** of the clinical practice experience. If it is still taking place, check **Ongoing**.
- 5.** Enter a short description of your clinical practice experience, if desired. Indicate if you practiced with a restricted licence.

4.6.6-Fellowships

Record any fellowships you have completed. Fellowships are non-accredited programs that are considered additional specialized training experience involving patient contact. Clinical Fellows must be able to provide evidence that they are recognized as specialists in the jurisdiction where they are currently practicing medicine. Training as a Clinical or Research Fellow in the Department of Medicine is not accredited nor is it approved as residency training towards certification by the Royal College. Fellowships tend to be more research-oriented. Fellowships (and Observerships) are *not* electives.

To add multiple entries, click **SAVE**, then **+ Add record**.



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Fellowships

This section is for recording any fellowship (training that did not lead to certification) in which you have participated in. For the purposes of this application, a fellowship is defined as a non-accredited specialized training experience, with supervised patient contact.

Note: You can create multiple entries using the 'Add record' feature.

Add record Language selection: English Records French Records Collapse all

1 Discipline: [dropdown]

2 Country: [dropdown] Institution: [text]

3 City: [text] Province/state/region: [text] Supervisor name: [text] Supervisor title: [text] Supervisor institution: [text]

4 What was the primary language used when you communicated with patients? [dropdown] I did not communicate directly with patients. Start date: [calendar] End date: [calendar]

5 Description (500 characters or less) [text area] 500 characters left

SAVE CANCEL

Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.

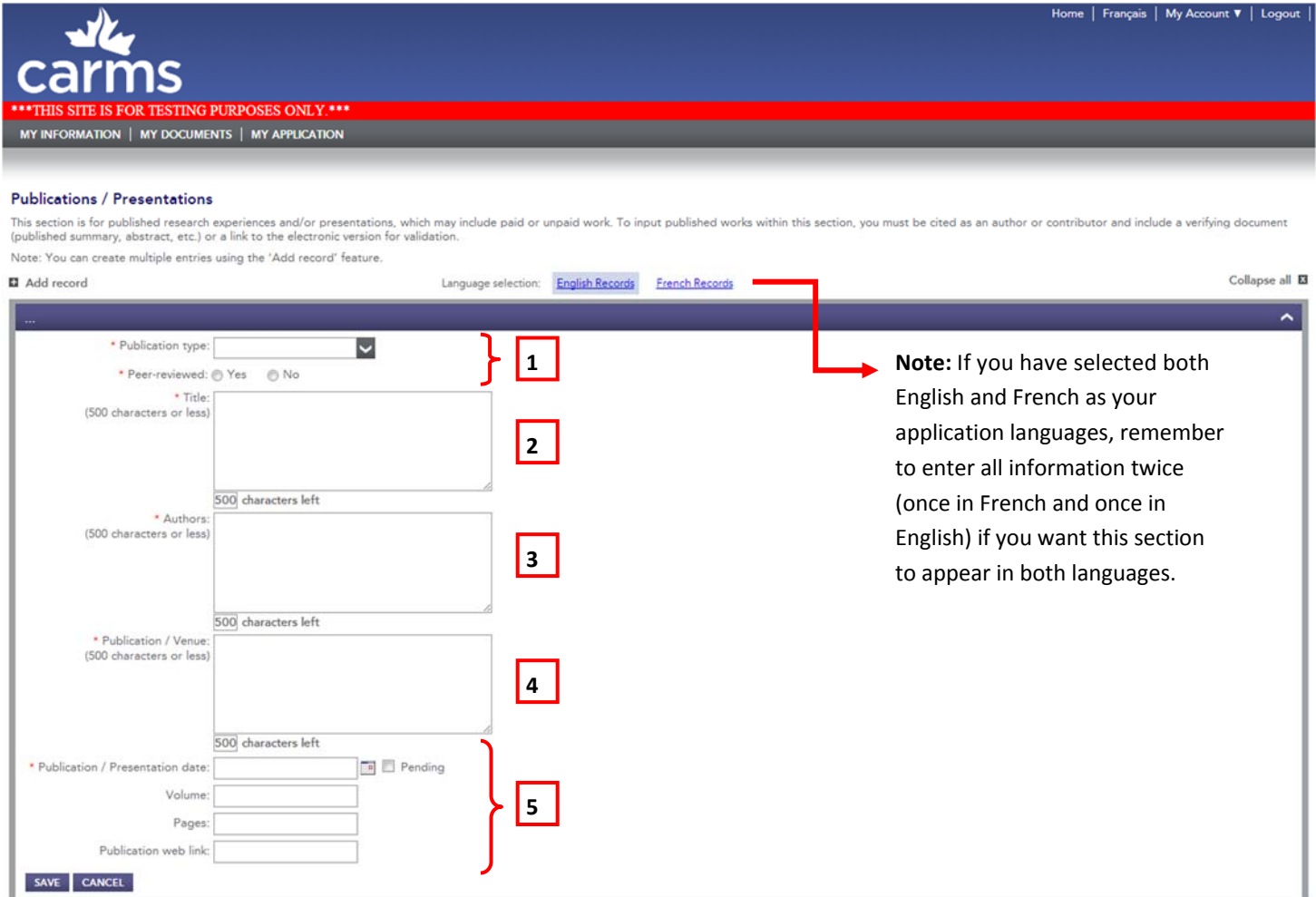
Figure 4.23

1. Select the **Discipline** of your fellowship from the list in the dropdown menu. If the appropriate option does not appear in the list, select 'Other' and enter the name of the discipline.
2. Enter the location (**Country**, **City**) where the fellowship took place. If desired, enter the **Institution**.
3. Enter the **Supervisor name**. If you no longer remember your supervisor's name, write N/A and then explain the situation in the **Description** box. If desired, enter the **Supervisor title** and **Supervisor institution**.
4. Enter the **Start date** and **End date** of the fellowship. You will not be able to enter a date that is later than the present date. If the fellowship will end on a future date, mention it in the **Description** box.
5. Enter a short **Description** of your fellowship, if desired.

4.6.7- Publications/Presentations

Record any presentations and/or publications. Once the information has been entered in this section, we recommend that you upload the corresponding abstract(s) in the **Attach Document** section. Posters may be included as supporting documents. Files should be smaller than 2MB and not exceed four pages.

To add multiple entries, click **SAVE**, then **+ Add record**.



The screenshot shows the 'Publications / Presentations' form. At the top, there is a navigation bar with 'Home', 'Français', 'My Account', and 'Logout'. Below this is a red banner with the text '***THIS SITE IS FOR TESTING PURPOSES ONLY ***'. The main header includes 'MY INFORMATION | MY DOCUMENTS | MY APPLICATION'. The form title is 'Publications / Presentations'. A note states: 'This section is for published research experiences and/or presentations, which may include paid or unpaid work. To input published works within this section, you must be cited as an author or contributor and include a verifying document (published summary, abstract, etc.) or a link to the electronic version for validation. Note: You can create multiple entries using the 'Add record' feature.' The form has a language selection dropdown set to 'English Records' and 'French Records'. The form fields are:

- 1. Publication type: dropdown menu
- 2. Peer-reviewed: Yes/No radio buttons
- 3. Title: text input field (500 characters or less)
- 4. Authors: text input field (500 characters or less)
- 5. Publication / Venue: text input field (500 characters or less)
- 6. Publication / Presentation date: text input field with a calendar icon and a 'Pending' checkbox
- 7. Volume: text input field
- 8. Pages: text input field
- 9. Publication web link: text input field

 A red arrow points from the language selection dropdown to a note on the right: 'Note: If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.'

Figure 4.24

1. Select the **Publication type** from the dropdown menu. If a specific publication/presentation type does not appear in the dropdown menu, select 'Other'. Indicate whether the publication has been peer-reviewed.
2. Enter the full **Title** of the publication/presentation.
3. Enter the name(s) of the **Authors** of the publication/presentation.
4. Enter the name of the publication or the venue of the presentation.
5. Enter the **Publication/Presentation date**. If you choose to include the **publication web link**, please be advised that it may not be accessible by all programs and file reviewers.

5-My Documents

5.1-Personal Letter

Enter personal letters in this section. Please do not submit them as extra documents. Each program can have its own criteria regarding the content of personal letters. Please review program descriptions for more information (<https://phx.e-carms.ca/phoenix-web/pd/main?mitid=1161>).

To add multiple entries, click **SAVE**, then **+ Add record**.

Note: You may assign one personal letter to each of your programs. To determine the length of your letter, we suggest typing it into a Word document and pasting it into this section when complete.

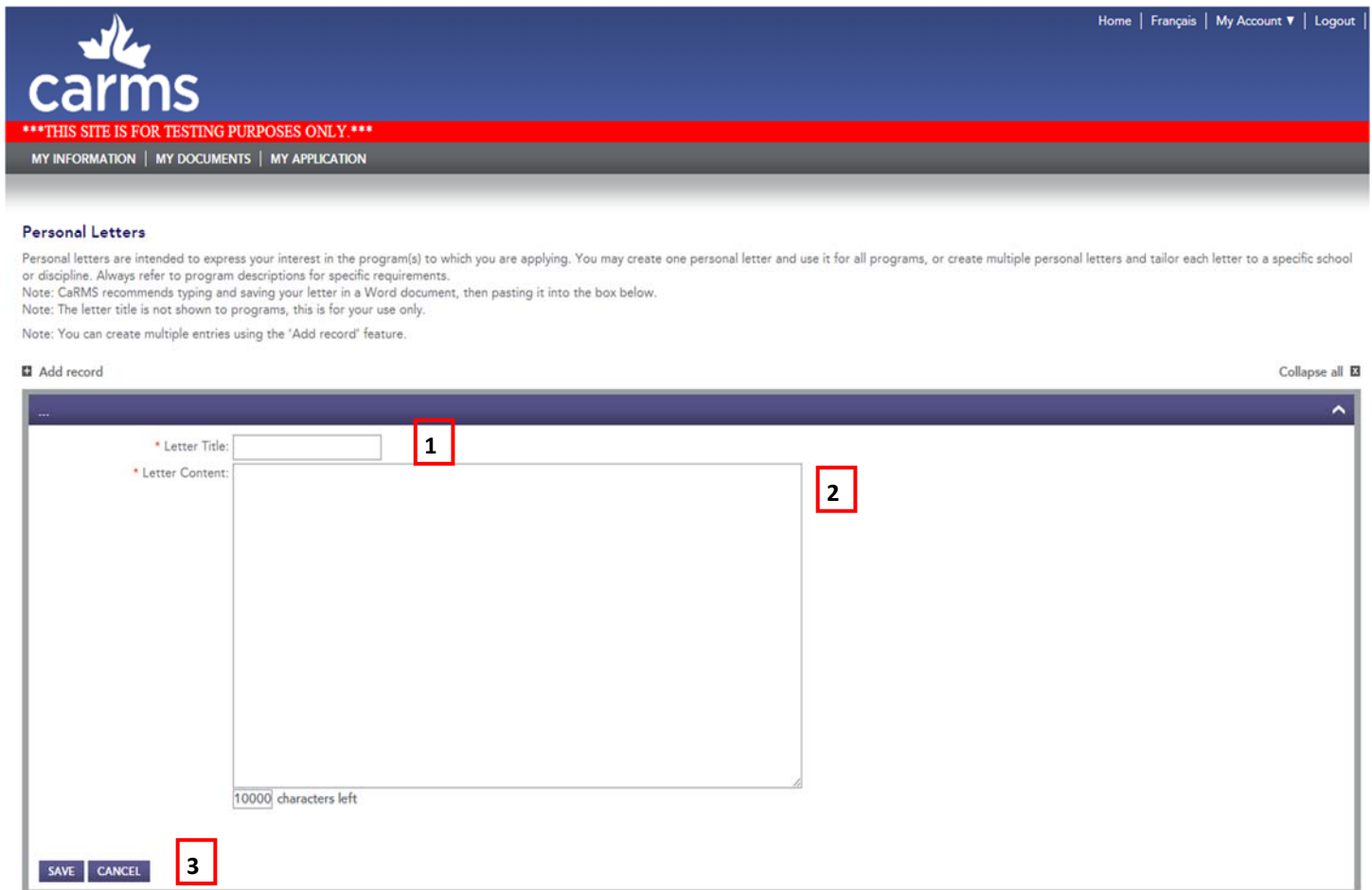


Figure 5.1

1. Enter a **Letter Title**. The letter title will be used to identify the letter on your **Document Tracking** list. This title will not be visible to programs.
2. Write or copy/paste the letter into the text box.
3. Click **SAVE** once the letter is complete. Preview the letter by clicking the **PREVIEW/PRINT** button. You can modify a letter at any time before you assign it to a program. If you wish to make changes to a letter after you have assigned it to a program, you must unassign the letter, edit, **SAVE**, and re-assign it to the program.

5.2-Letters of Reference and Applicant Support Forms

Request letters of reference or applicant support forms.

Prior to sending out reference requests, consult the program descriptions posted on the CaRMS website (<https://phx.e-carms.ca/phoenix-web/pd/main?mitid=1161>) to determine each program’s reference letter requirements (i.e., number and type).

To create a cover sheet for a letter of reference or an applicant support form, enter the referee’s information into the **Letters of Reference** section under **MY DOCUMENTS**. Save the information and finalize the cover sheet. Once finalized, the cover sheet can be sent to the referee by one of the two methods:

- Email: If you have included your referee’s email address, you will be able to click the **SEND TO REFEREE** button to send an email to your referee containing the cover sheet and instructions on how to submit a reference letter.
- Print: You may **PRINT** the cover sheet and provide a hardcopy to your referee. Instructions on how to submit a reference letter are found on the cover sheet.

Note: a letter of reference cover sheet cannot be edited once it has been finalized.

Steps to enter referee information:

The screenshot shows the 'Reference Requests' form in the CaRMS system. The form is organized into several sections:

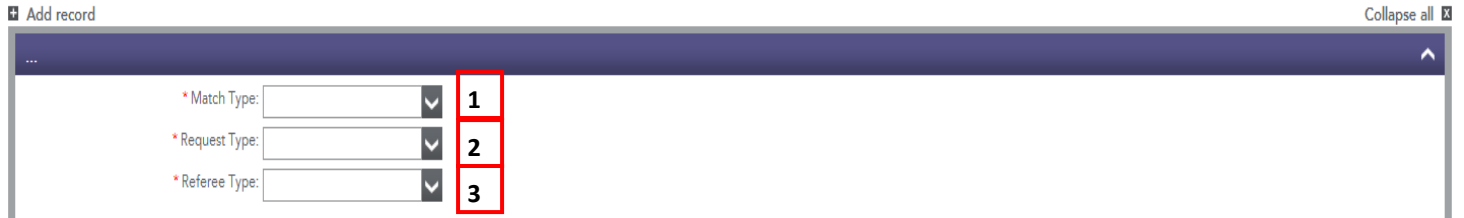
- Match, Request, and Referee Type:** Three dropdown menus labeled 'Match Type', 'Request Type', and 'Referee Type'.
- Referee Details:** A section containing fields for 'Salutation', 'First name', 'Last name', 'E-mail', 'Institution', 'Street address', 'City', 'Country', and 'Province/state/region'.
- Letter requirements for the referee:** Fields for 'Requirement Type', 'Language of Letter', and 'Other requirement'.
- Request identification:** Fields for 'Institution' and 'Other Specification'.

At the bottom of the form, there are four buttons: 'SAVE', 'CANCEL', 'SEND TO REFEREE', and 'PRINT COVER SHEET'. The form is annotated with red dashed boxes and labels 'PART 1.', 'PART 2.', and 'PART 3.' indicating the different sections.

Figure 5.2

Once the information has been saved, you will be given the option to **FINALIZE**. Once the document has been finalized the option to **SEND TO REFEREE** or **PRINT COVER SHEET** will be available.

PART 1.



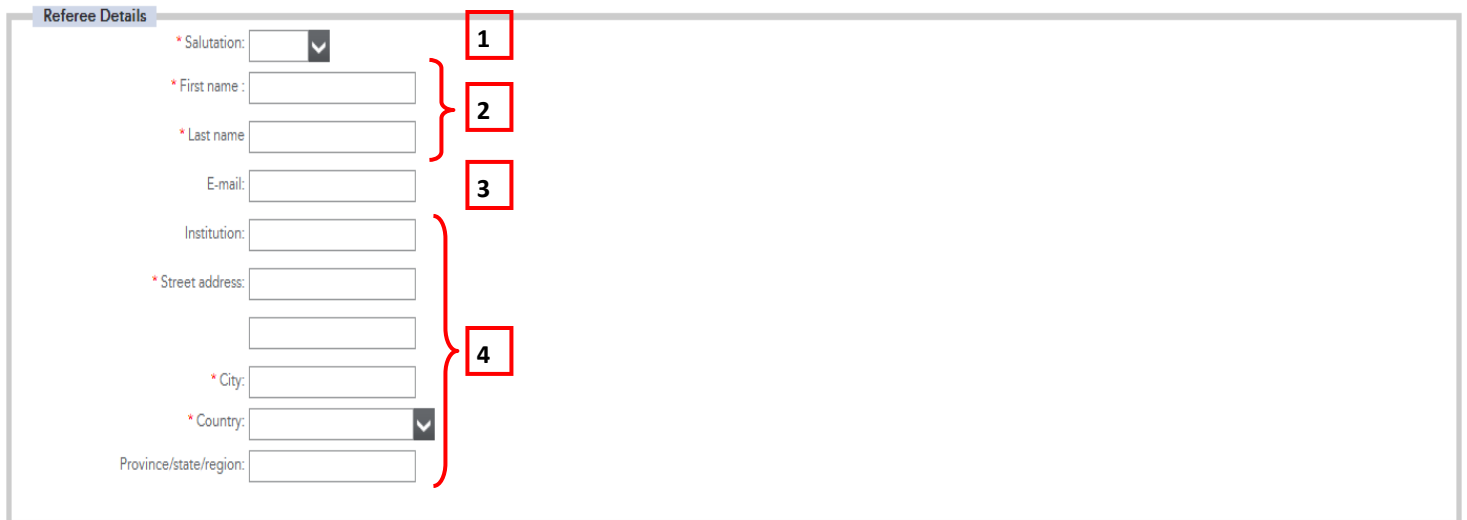
Collapse all

* Match Type: **1**
 * Request Type: **2**
 * Referee Type: **3**

Figure 5.3

- 1.** Select the **Match Type** from the drop down menu.
- 2.** Select the **Request Type**:
 - A **Letter of reference** is a letter written by your referee recommending you for a residency position.
 - An **Applicant Support Form** is a checkbox evaluation form that may be requested by Québec programs. Please review the program descriptions for requirements and the form. The applicant support form is not sent automatically with the cover sheet; it must be sent separately.
- 3.** Select the **Referee Type**. Note: for the R-1 Match, select 'Regular'.

PART 2.



Referee Details

* Salutation: **1**
 * First name :
 * Last name **2**
 E-mail: **3**
 Institution:
 * Street address:

 * City:
 * Country: **4**
 Province/state/region:

Figure 5.4

- 1.** Enter a **Salutation** for the referee.
- 2.** Enter the **First name** and **Last name** of the referee.
- 3.** Enter an **Email address** for your referee. This will allow you to send your reference request via your CaRMS Online account.
- 4.** Enter the **Street address**, **City** and **Country** of the referee's place of work.

PART 3.

Letter requirements for the referee

* Requirement Type: 1

* Language of Letter: 2

Other requirement:

Request identification

Institution: 3

Other Specification:

Figure 5.5

1. Enter the **Requirement Type** of your letter:
 - A **Specific** letter is Intended for a specific program or discipline. If you select 'Specific', you must list the discipline for which the letter is intended.
 - A **Non specific** letter is generic and suitable for any program.
2. Select the **Language of Letter**. Letters can be in either English or French.
3. Enter **Request identification**, if desired. It identifies to which program you plan to assign the letter.

Letter of reference / Applicant Support Form Statuses

Once your letter of reference or applicant support form has been requested, you can track its status on your **Document Tracking** page (see section 5.4). Reference letters will be listed with one of the following statuses:

- **Submitted:** The letter has been submitted online.
- **Scanned:** The letter was received by mail and the CaRMS Document Centre has scanned it into your account.
- **Uploaded:** The letter was sent to CaRMS for the referee via the transfer portal and the CaRMS Document Centre has uploaded the letter into your account.
- **Created:** The letter has been saved but not finalized.
- **Printed:** The cover sheet has been printed.
- **Requested:** You have sent a request (cover sheet) to your referee via email.
- **Finalized:** The cover page has been finalized but you have not sent it to your referee via email or printed the cover sheet.

5.3-Attach Document

Add documents to your application. In this section, you can:

- Upload PDF copies of your documents directly to your account.
- Create and print cover sheets for your documents.
- Flag a document for transfer from physiciansapply.ca (select documents only—medical school transcript, diploma, MCC exams).

You can upload most of the documents required for your application. The only documents you cannot upload are your MSPR, medical school transcript and letters of reference. You can upload certified copies of all other types of documents.

- {

Note: All documents sent by mail require a cover sheet.

Note: CMGs do not require a cover sheet for their MSPR or medical school transcript.

}

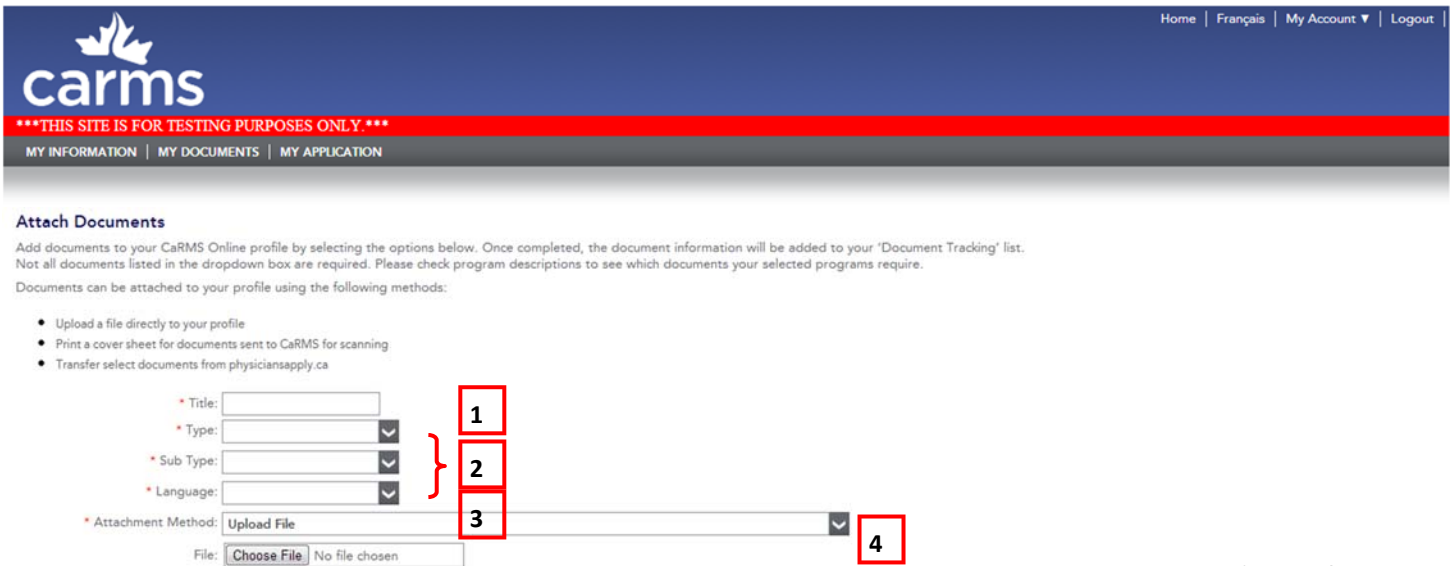


Figure 5.6

UPLOAD

- 1 Enter a **Title** for your document. This title will be used to identify the document on your **Document Tracking** page.
- 2 Select the **Type** and **Sub Type** for your document. These labels will be used by programs to identify your documents.
3. Indicate the **Language** of the document. All documents must be in either French or English.

4. Select the **Attachment method**:
 - **Upload File:** You can upload the document directly to your account.
 - **Scan at CaRMS (coversheet):** You can create a coversheet, print it and send the document to the CaRMS Document Centre.
 - **Transfer document from physiciansapply.ca:** You can request a transfer from physiciansapply.ca. To complete the transfer, enter your MCC Candidate code and authorize the transfer by checking the box. Click **TRANSFER** to authorize the transfer of the document from your physiciansapply.ca account to CaRMS. The transfer will be processed within 10-15 business days.

If you are registered with physiciansapply.ca, you may transfer documents directly from physiciansapply.ca to CaRMS. To do so, go to your physiciansapply.ca account and select the option to share any/all of these documents with CaRMS. You will need to enter your CaRMS ID. Once you have completed the sharing process on physiciansapply.ca, you must inform CaRMS through this section that the documents have been shared. Medical Council of Canada examinations and the NAC OSCE: The MCC supplemental feedback report only applies to examinations taken after January 2010. Results documents for MCC examinations taken before September 2006 are not available for transfer. Only NAC results documents for examinations taken in or after 2012 are available for transfer from physiciansapply.ca. For more information, [click here](#). Please allow 10 business days for these documents to be processed by CaRMS.

* MCC Candidate Code

I have shared the document above with CaRMS through my physiciansapply.ca account.



Figure 5.7

5.4-Document Tracking

Track your documents in your document data bank. If a document is in the **Document Tracking** section it means that an electronic entry has been created for it; however, this does not necessarily mean that the document has been added to your application. You can check the status of the document in the **Status** column. All documents in the **Current Documents** section are available for assignment to programs.

If you decide to archive a document, select the document and click **ARCHIVE**. The document will be moved to the **Archived Documents** section. Once archived, a document cannot be assigned to programs.

If you wish to assign an archived document, you must click the **RESTORE** button to return it to the **Current Documents** section (this option is not available yet).

Certain types of documents cannot be viewed, but this does not mean they are not in your account. Documents that cannot be viewed include your MSPR and letters of reference, as these documents must remain confidential.

Document Tracking glossary:

Figure 5.8

1. Documents found in the **Current documents** tab are active and can be assigned to programs.
2. Place documents in the **Archived Documents** section when you no longer wish to use them. To archive a document in the **Current Documents** section, select the document and click **ARCHIVE**. Note: Archived documents cannot be assigned to programs.

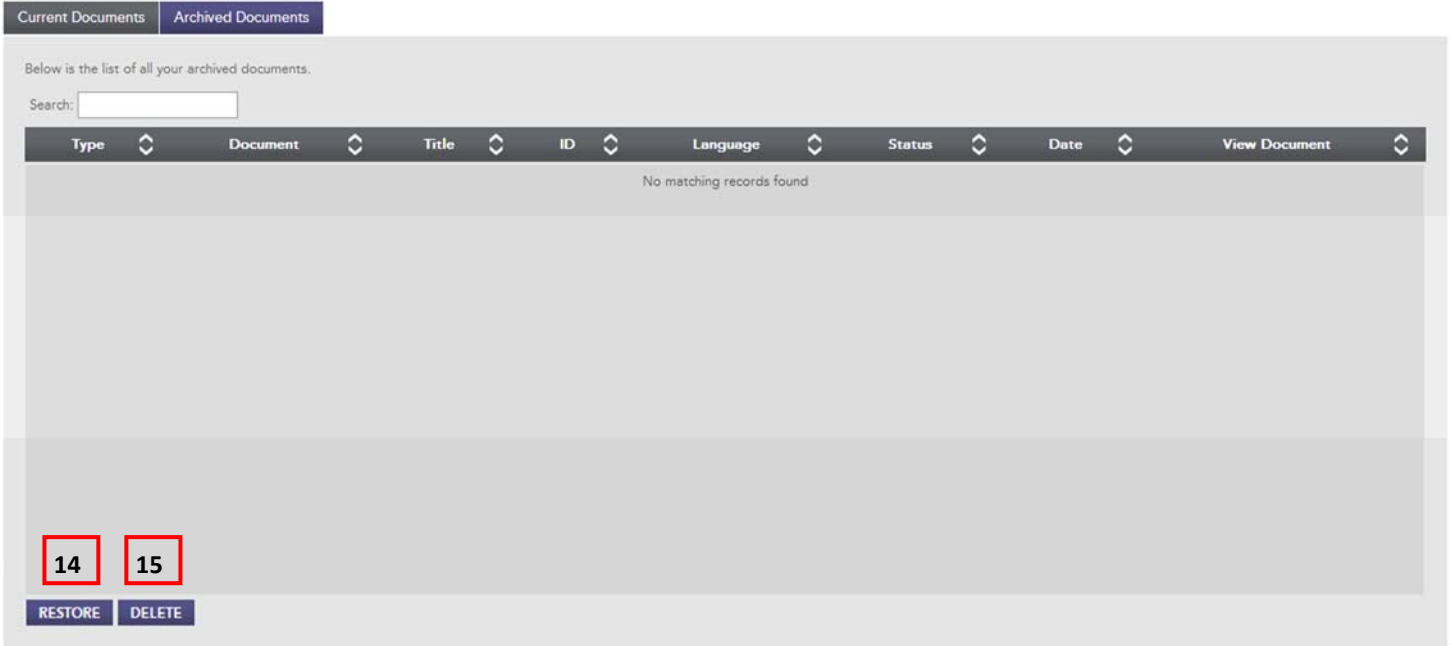


Figure 5.9

3. The document **Type** is used to identify your documents once file review begins.
4. **Document** is the subtype of your document. This field is not visible to programs.
5. The **Title** is not visible to programs.
6. The document **ID** is for identification purposes only. You can use the **ID** to find a document in Document tracking when you have several documents with the same **Type** and **Title**.
7. The **Language** of the document.
8. The **Status** of the document indicates whether it is present in your account. Options include:
 - Submitted:** A document has been submitted online.
 - Scanned:** A document received by mail and the CaRMS Document Centre has scanned it into your account.
 - Uploaded:** A document was uploaded to your account.
 - Created:** A reference request (cover sheet) has been saved but not finalized.
 - Printed:** A cover sheet has been printed.
 - Requested:** You have sent a reference request (cover sheet) to a referee.
 - Finalized:** A cover page has been finalized but you have not sent it to your referee via email or printed the cover sheet.
9. The **Date** indicates the date the document was last modified.
10. Click **VIEW** to see a document. This is a clear indicator that the document is in your account. Only MSPRs and letters of reference cannot be viewed.

11. The **EDIT** button allows you to replace an existing document with a new uploaded file. The **Title**, **Type** and **Language** can be modified. Please note that you are not able to edit finalized reference requests.

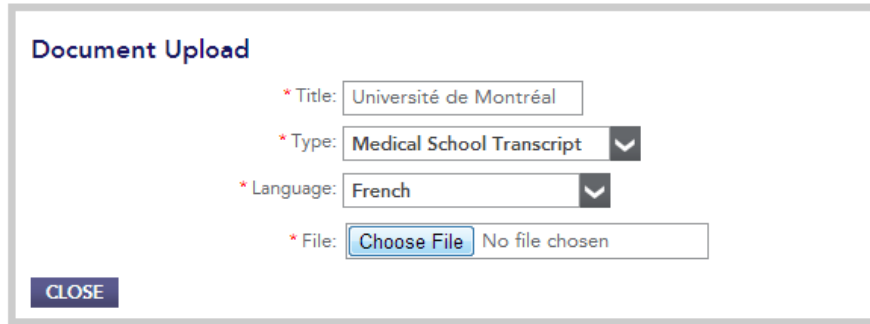


Figure 5.10

12. You can select a document and click **PRINT COVER SHEET** as many times as you wish.
13. Selecting a document and clicking **ARCHIVE** will automatically transfer that document to the **Archived Documents** tab.
14. You can restore a document that has been archived by clicking **RESTORE**.
15. You may permanently delete documents from your Document Tracking by clicking **DELETE**.

Document deletion rules:

- Slots that do not contain a document can be deleted. Please note that there may be some exceptions to this rule;
- Certain document types cannot be deleted (when a document is stored in a slot): MSPR, Letter or References and Applicant Support Form, Assessments, Examinations and Medical School Transcript. Please note that there may be some exceptions to this rule;
- You are unable to delete documents being transferred by a third party (eg. Physiciansapply.ca, universities, referee...).
- Documents or document slots that are part of a translation request cannot be deleted;
- Documents or document slots that are assigned to a program cannot be deleted.

Keep in mind that deletion rules may change over time.

5.5-Translation Request

Submit select documents for translation through CaRMS' translation service. Only reference letters, MSPRs and medical school transcripts can be translated by CaRMS. Translation is only available from French to English or English to French. Please note that fees apply.



Translation request

Below is a list of documents available for translation, as well as any translation requests you have submitted.

Fees:

- Reference letters - \$125.00 + tax
- MSPRs - \$300.00+ tax
- Medical school transcripts - \$250.00 + tax

Please note that translation requests made for documents already scanned or uploaded to your account cannot be cancelled.

Once translation is complete, you will see a date in the 'Date completed' column of the Documents Submitted for Translation table below and you will be prompted for payment. CaRMS cannot provide more specific tracking information. CaRMS uses a third party to provide translation services and is not responsible for the accuracy or timeliness of translated documents.

Original letters of reference will be attached to translated copies in your application for reference purposes during file review.

Please direct any additional questions regarding CaRMS' translation service to translation@carms.ca.

Documents submitted for translation

	Document Title	Document ID	Language of translation	Date submitted	Date completed
--	----------------	-------------	-------------------------	----------------	----------------

No pending or completed translation requests.

Documents available for translation

	Document Title	Document ID	Language of original
<input type="checkbox"/>	MSPR	343431	English
<input type="checkbox"/>	MSPR	343432	French
<input type="checkbox"/>	Medical Transcript	343429	English
<input type="checkbox"/>	Medical Transcript	343430	French
<input type="checkbox"/>	RR id: GTFBPECN - Applicant Support Form - Mrs. Bonté Résoludas, French	343444	French
<input type="checkbox"/>	RR id: NNQVLYW - Letter of Reference - Dr. Pinot Portero, Adult Cardiac Electrophysiology, English	343445	English
<input checked="" type="checkbox"/>	Code DR: EMWREJZU - Lettre de recommandation - Dr(e) Rodrigue Matrana, Médecine de l'adolescence, Français	343497	French

SUBMIT FOR TRANSLATION

1

Figure 5.11

1. Once you have selected a document click **SUBMIT FOR TRANSLATION** to continue.

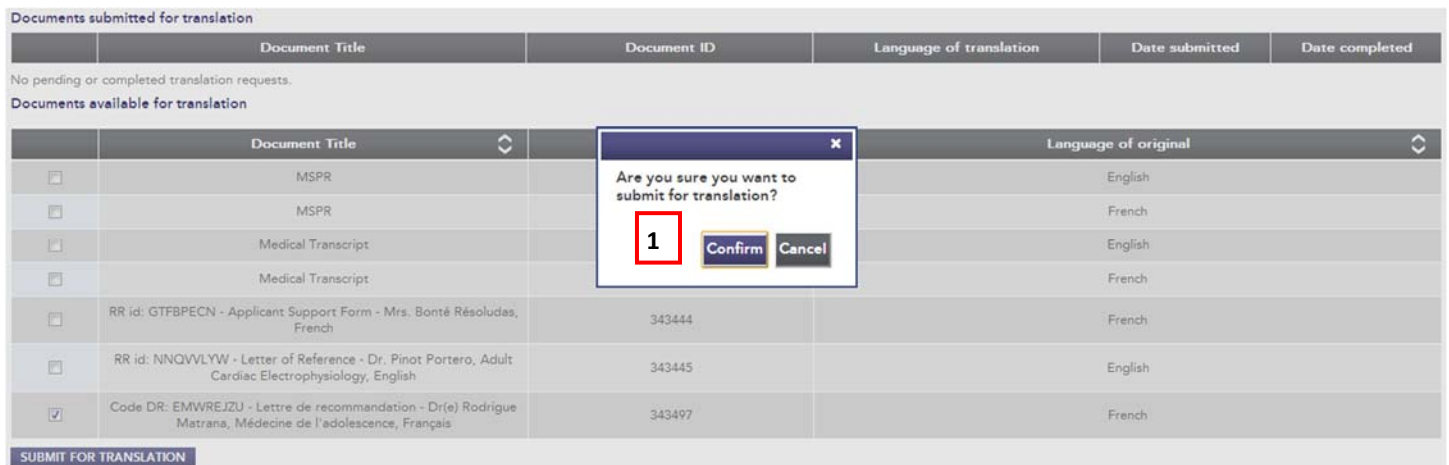


Figure 5.12

1. Review your selection and click **CONFIRM** to proceed with the request for translation.

6-My Application

6.1-Declaration

Complete the **Declaration** page. This section is mandatory to apply to programs.

The screenshot shows the 'Declaration' page in the CarMS system. At the top, there is a navigation bar with 'Home', 'Français', 'My Account', and 'Logout'. Below this is a red banner with the text '***THIS SITE IS FOR TESTING PURPOSES ONLY.***' and a menu with 'MY INFORMATION', 'MY DOCUMENTS', and 'MY APPLICATION'. The main heading is 'Declaration' with a sub-heading 'This section contains questions on licensure to practice medicine. You must complete the declaration below in order to apply to programs.' Below this, there is a 'Language selection:' dropdown menu with 'English Records' and 'French Records' options, highlighted with a red box labeled '1'. The main content area contains several questions and a 'SAVE' button. The questions are:

- a. Have you ever been convicted of a criminal offence or have criminal charges pending (in Canada and/or elsewhere)?
- b. Have you ever been formally investigated or subject to formal disciplinary action by another health regulatory body (in Canada and/or elsewhere)?
- c. Do you have a health condition that may pose a risk of harm to a patient including, but not limited to: mental health conditions, physical health conditions or a blood-borne infection?
- d. Do you possess the essential skills and abilities required for the program to which you have been matched?

 Below these questions, there is a section for 'Further information' with a checkbox 'I have read and acknowledge that it is my responsibility to meet the licensing requirements in the province(s) to which I am applying in the match.' highlighted with a red box labeled '2'. This is followed by four questions with 'Yes' and 'No' radio button options, each highlighted with a red box labeled '3':

- Has there ever been any disciplinary findings of guilt made against you by a medical (or any professional) authority? *
- Have you ever been found unfit to practice medicine or had restrictions placed upon your practice for cause by a medical regulatory body? *
- Have you ever been found guilty of academic misconduct by a postsecondary institution? *
- Have you ever been disciplined or the subject of sanctions by a professional body responsible for evaluation or certification? *

 Below these is a question about 'Return of Service (ROS) obligation' with a 'Yes' and 'No' radio button option, also highlighted with a red box labeled '3'. There is a field to 'Specify the date on which you last practiced medicine in a clinical setting:' with a date picker set to 'Apr-2013' and a 'Present' checkbox. At the bottom, there is a statement of agreement and a radio button 'I agree' highlighted with a red box labeled '4'. A 'SAVE' button is located at the bottom left of the form area.

Figure 6.1

1. If you have selected both English and French as your application languages, remember to enter all information twice (once in French and once in English) if you want this section to appear in both languages.
2. Read the information and check to acknowledge you have read the provincial licensing requirements.
3. Answer the questions by selecting **YES** or **NO**.
4. Read the information and check « I Agree » to proceed to program selection.

6.2-Applications to Programs

6.2.1-Program Selection

Select the programs you wish to apply to.

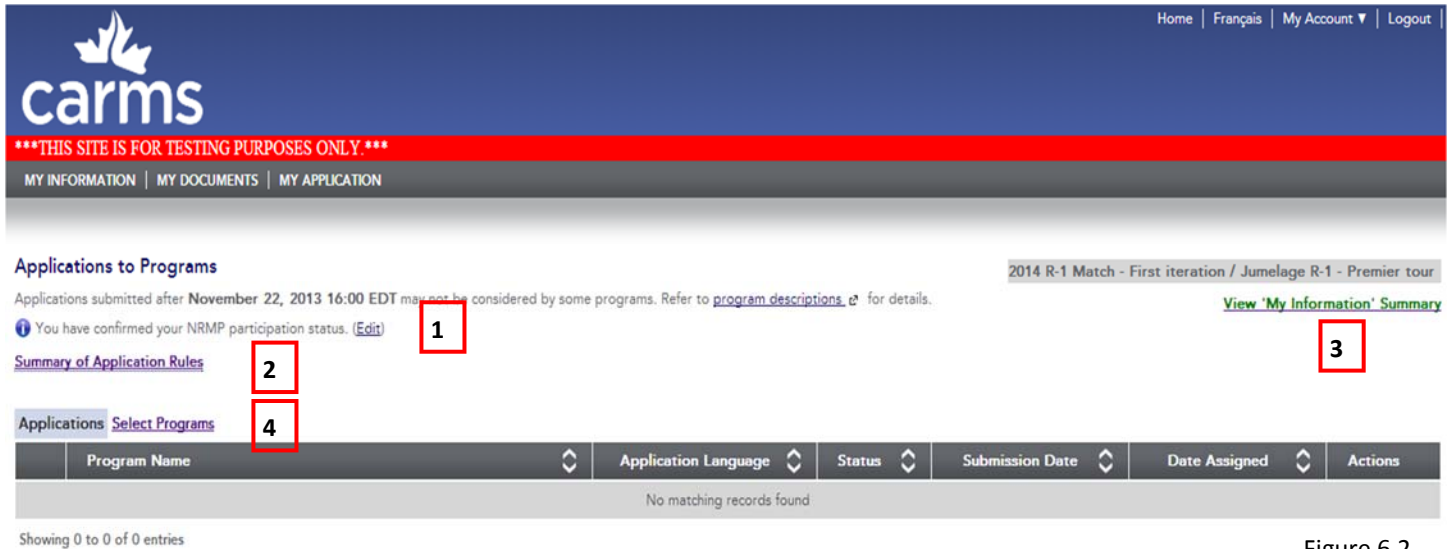


Figure 6.2

1. Indicate whether you are participating in the NRMP match. Click **EDIT**. Select **YES** or **NO**. If yes, provide your AAMC ID and NRMP ID. Click **CONFIRM** to continue.

Figure 6.3

2. If you have not completed all mandatory sections in your application or if your Declaration has not been filled, you cannot select programs. A red notice bar will indicate any incomplete sections.
3. Click **View « My Information » Summary** to view a summary of your information.
4. Click on **Select Programs** to proceed to program selection.

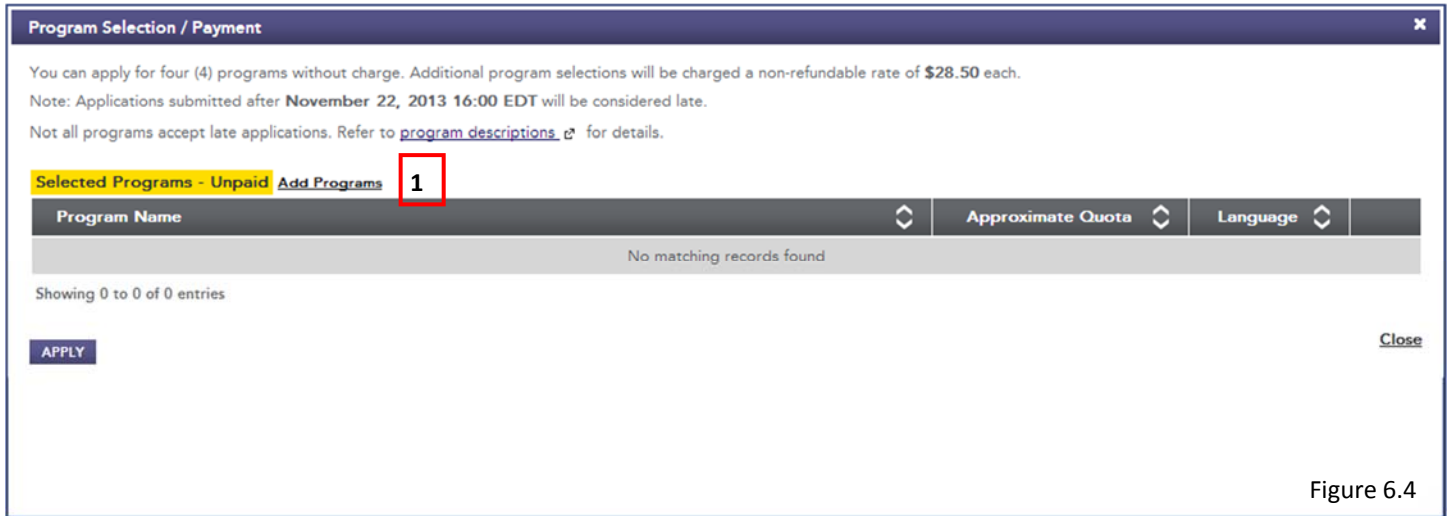


Figure 6.4

1. Click on **Add Programs** to add a program. Search for programs and add them to your list.

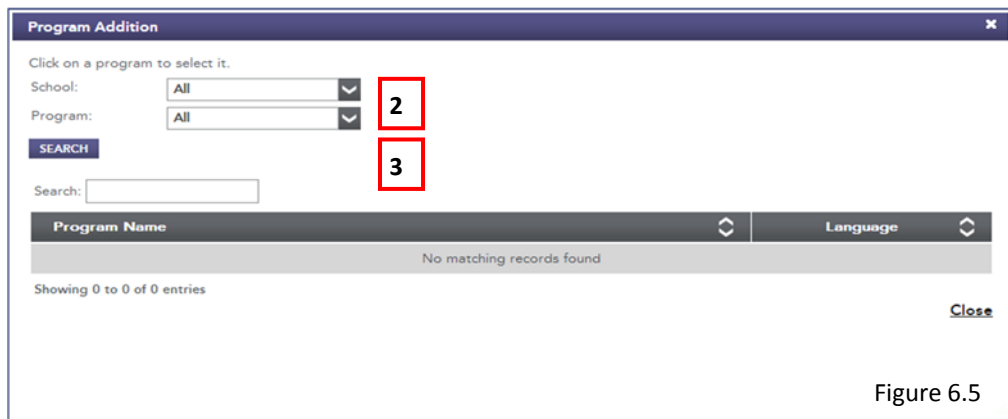


Figure 6.5

2. Search by School or Discipline.
 - Note:** You cannot search by school and program at the same time.

3. Select a school or discipline and click **SEARCH** to continue.

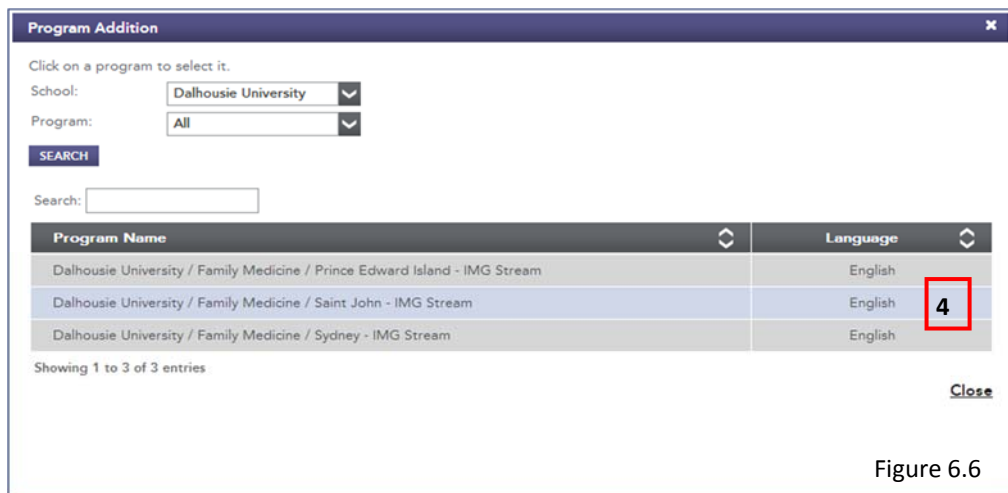


Figure 6.6

4. Click on the program to add it to your list.

Program Selection / Payment

You can apply for four (4) programs without charge. Additional program selections will be charged a non-refundable rate of \$28.50 each.
 Note: Applications submitted after **November 22, 2013 16:00 EDT** will be considered late.
 Not all programs accept late applications. Refer to [program descriptions](#) for details.

Selected Programs - Unpaid [Add Programs](#)

Program Name	Approximate Quota	Language	
Dalhousie University / Family Medicine / Saint John - IMG Stream	1	English	

Showing 1 to 1 of 1 entries

APPLY [Close](#)

5

6

Figure 6.7

5. Remove a program from your list by clicking on the trash can icon on the right.

6. Click **APPLY** to apply to programs.

The program will be added to the list of programs you have applied to. Applying to a program does not mean the program can see your application. You must submit your application to the program. Applications are only viewable to programs when file review opens on November 25th.

Note: Four programs are included in your registration fee. You will be charged \$28.50 + applicable taxes for each additional program to which you apply. If you withdraw your application from a program before file review begins, you will be given a “credit” towards an alternative program selection. Note that this is not a refund and will not appear in your payment history. The credit is iteration specific and cannot be transferred to the second iteration.

Home | Français | My Account | Logout

carms

THIS SITE IS FOR TESTING PURPOSES ONLY.

MY INFORMATION | MY DOCUMENTS | MY APPLICATION

Applications to Programs 2014 R-1 Match - First iteration / Jumelage R-1 - Premier tour

Applications submitted after **November 22, 2013 16:00 EDT** may not be considered by some programs. Refer to [program descriptions](#) for details. [View 'My Information' Summary](#)

i You have confirmed your NRMP participation status. ([Edit](#))

[Summary of Application Rules](#)

Applications [Select Programs](#)

PROGRAMS WILL ONLY REVIEW SUBMITTED APPLICATIONS
 You have 1 application(s) that are NOT SUBMITTED

	Program Name	Application Language	Status	Submission Date	Date Assigned	Actions
1	Dalhousie University / Family Medicine / Saint John - IMG Stream	English	NOT SUBMITTED			

Showing 1 to 1 of 1 entries

Figure 6.8

6.2.2-Document Assignment

Assign documents to your application. You can modify your application until November 22nd. You can assign and withdraw documents at any time before November 22nd. After file review begins (November 25th), you cannot withdraw documents submitted to programs. You may continue to assign documents to programs after file review begins; however all documents will be dated.

Home | Français | My Account | Logout

carms

THIS SITE IS FOR TESTING PURPOSES ONLY.

MY INFORMATION | MY DOCUMENTS | MY APPLICATION

Applications to Programs 2014 R-1 Match - First iteration / Jumelage R-1 - Premier tour

Applications submitted after November 22, 2013 16:00 EDT may not be considered by some programs. Refer to [program descriptions](#) for details. [View 'My Information' Summary](#)

1 You have confirmed your NRMP participation status. ([Edit](#))

[Summary of Application Rules](#)

Applications [Select Programs](#) PROGRAMS WILL ONLY REVIEW SUBMITTED APPLICATIONS
You have 1 application(s) that are NOT SUBMITTED

	Program Name	Application Language	Status	Submission Date	Date Assigned	Actions
1	Dalhousie University / Family Medicine / Saint John - IMG Stream	English	NOT SUBMITTED			

Showing 1 to 1 of 1 entries

Figure 6.9

- 1.** Three icons appear in the **Actions** column:
 - Page icon allows you to assign documents to the program;
 - Printer icon allows you to print your application; and
 - Trash icon will allows you to withdraw your application to the program.

Click on the page icon.

Program Application: Dalhousie University / Family Medicine / Saint John - IMG Stream

Status: **Not Submitted**

Application Language: English French **1**

Assigned Documents [Assign Documents](#) **2**

Document	Title	ID	Language	Date Processed	Date Assigned
No matching records found					

[Preview my application](#) [SUBMIT APPLICATION](#) [Close](#)

Figure 6.10

- 1.** Indicate the Language of your application. The documents you assign to the program should reflect the language you have selected.
- 2.** Click **Assign documents** to assign documents to the program.

Review the list of documents you have in your **Document Tracking** section. Select the documents you wish to assign. Click on a document to automatically assign it to the program.

Please note that dates and times displayed in CaRMS Online follow the Eastern Standard Time (EST) standard.
Click on a row to select a document.

Search:

Type	Document	Language	Date Processed
Medical School Transcript	Medical Transcript	English	
Medical School Transcript	Medical Transcript	French	
Personal Letter	General/Générale 2	English	2013-10-10 20:00:00 EDT
Letter of Reference	RR id: NSKXBYKZ - Letter of Reference - Mrs. Ernesto Gaya, French	French	
Letter of Reference	RR id: FHTKBWVU - Letter of Reference - Dr. Tadre Colmar, French	French	
Personal Letter	General/Générale 2	English	2013-10-10 20:00:00 EDT
Letter of Reference	Code DR: ZSVRMZQQ - Formulaire d'appui au candidat - Dr(e) Padron Hernandez, Anglais	English	2013-10-09 16:50:07 EDT
Letter of Reference	RR id: NETKLTZA - Applicant Support Form - Mr. Yamano Lee, English	English	
Letter of Reference	RR id: LYVGAPBA - Letter of Reference - Mrs. Renée Bustamante, French	French	
Medical Student Performance Record	MSPR	French	
Custom Résumé / CV	CV 2013	Bilingual	2013-10-07 20:00:00 EDT
Medical Student Performance Record	MSPR	English	

[Close](#)

Figure 6.11

Program Application: Dalhousie University / Family Medicine / Saint John - IMG Stream

Status: **Not Submitted**

Application Language: English French

Assigned Documents [Assign Documents](#)

Document	Title	ID	Language	Date Processed	Date Assigned	
Medical School Transcript	Medical Transcript	381016	English		2013-10-18 13:02:26.435	
Personal Letter	General/Générale 2	381098	English	2013-10-11 00:00:00.0	2013-10-18 13:02:00.96	
Letter of Reference	Code DR: ZSVRMZQQ - Formulaire d'appui au candidat - Dr(e) Padron Hernandez, Anglais	381022	English	2013-10-09 20:50:07.81	2013-10-18 13:01:58.708	
Letter of Reference	RR id: NETKLTZA - Applicant Support Form - Mr. Yamano Lee, English	381024	English		2013-10-18 13:01:55.322	
Custom Résumé / CV	CV 2013	381026	Bilingual	2013-10-08 00:00:00.0	2013-10-18 13:01:53.433	
Medical Student Performance Record	MSPR	381018	English		2013-10-18 13:02:15.936	

[Preview my application](#) **SUBMIT APPLICATION**

[Close](#)

Figure 6.12

1. Click on the trash icon on the right to delete the document.
2. Click on **Preview my application** to view your application.
3. Review your application and click on **SUBMIT APPLICATION** to submit.

Applications to Programs

2014 R-1 Match - First iteration / Jumelage R-1 - Premier tour

Applications submitted after **November 22, 2013 16:00 EDT** may not be considered by some programs. Refer to [program descriptions](#) for details.

[View 'My Information' Summary](#)

i You have confirmed your NRMP participation status. ([Edit](#))

[Summary of Application Rules](#)

[Applications](#) [Select Programs](#)

	Program Name	Application Language	Status	Submission Date	Date Assigned	Actions
1	Dalhousie University / Family Medicine / Saint John - IMG Stream	English	SUBMITTED	2013-10-18 09:04:31 EDT		

Showing 1 to 1 of 1 entries

Figure 6.13

1. View the status of your application in the **Status** column.

Note: Programs will only have access to your information when file review begins on November 25.

2. Click on the trash icon to withdraw you application from a program once it has been submitted. Click on the page icon to add documents to your application. Once file review has started you may add notes that file reviewers will have access to.

Note: After file review begins (November 25), you cannot withdraw documents submitted to programs. You may continue to assign documents to programs after file review begins; however all documents will be dated.

Program Application: University of / Laboratory Medicine / - CMG Stream

For information on when you are able to modify your application, assign documents and apply to programs, review this [timetable](#). Status: Submitted

[Assigned Documents](#) [Assign Documents](#)

Document	Title	ID	Language	Date Processed	Date Assigned
Letter of Reference		384175	English	2013-11-08 16:37:18 EST	2013-11-03 07:55:58 EST
Photo	Photo	386232	English	2013-10-12 20:00:00 EDT	2013-10-28 13:47:53 EDT
Medical School Transcript	Medical Transcripts	334228	English	2013-10-23 14:41:05 EDT	2013-10-28 13:47:57 EDT
Letter of Reference		382409	English	2013-11-13 11:06:16 EST	2013-10-28 14:00:24 EDT
Canadian Birth Certificate or Act of Birth	Citizenship	394220	English	2013-10-16 20:00:00 EDT	2013-10-28 13:48:01 EDT
Letter of Reference		384166	English	2013-11-26 16:55:22 PST	2013-11-01 07:56:01 PST
Personal Letter	Toronto Hematopathology	377613	English	2013-10-06 20:00:00 EDT	2013-10-28 13:48:07 EDT
Medical Student Performance Record	MSPR	334249	English	2013-11-08 13:06:08 EST	2013-10-28 13:48:46 EDT
Custom Résumé / CV	CV	377608	English	2013-10-06 20:00:00 EDT	2013-10-28 13:48:15 EDT

Showing 1 to 9 of 9 entries

i Now that file review has begun, you may only modify information under 'My Account' and your personal information under 'My Information'. To provide additional information about your application, enter an update note below.

[Notes for File Reviewers](#)

[Preview my application](#) [Close](#)

Figure 6.14

6.3-Rank Order List

The ranking period for the 2014 R-1 Main Residency Match is January 30 at 12:00 ET to February 20, 2014 at 12:00 ET. We highly recommend that you submit your rank order list prior to the deadline. Once the rank order list submission deadline passes, you will no longer be able to rank programs.

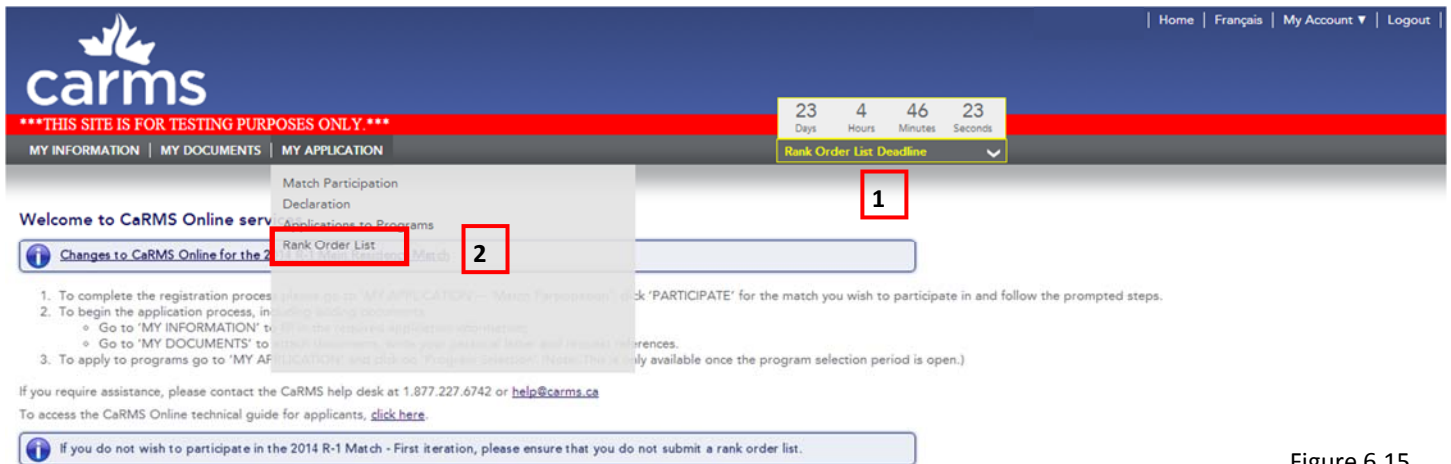


Figure 6.15

1. A 'Rank Order List Deadline' digital countdown clock indicates how much time you have before the rank order list submission period ends.
2. Place your cursor over **MY APPLICATION**. A drop down menu will appear. Select **Rank Order List**.

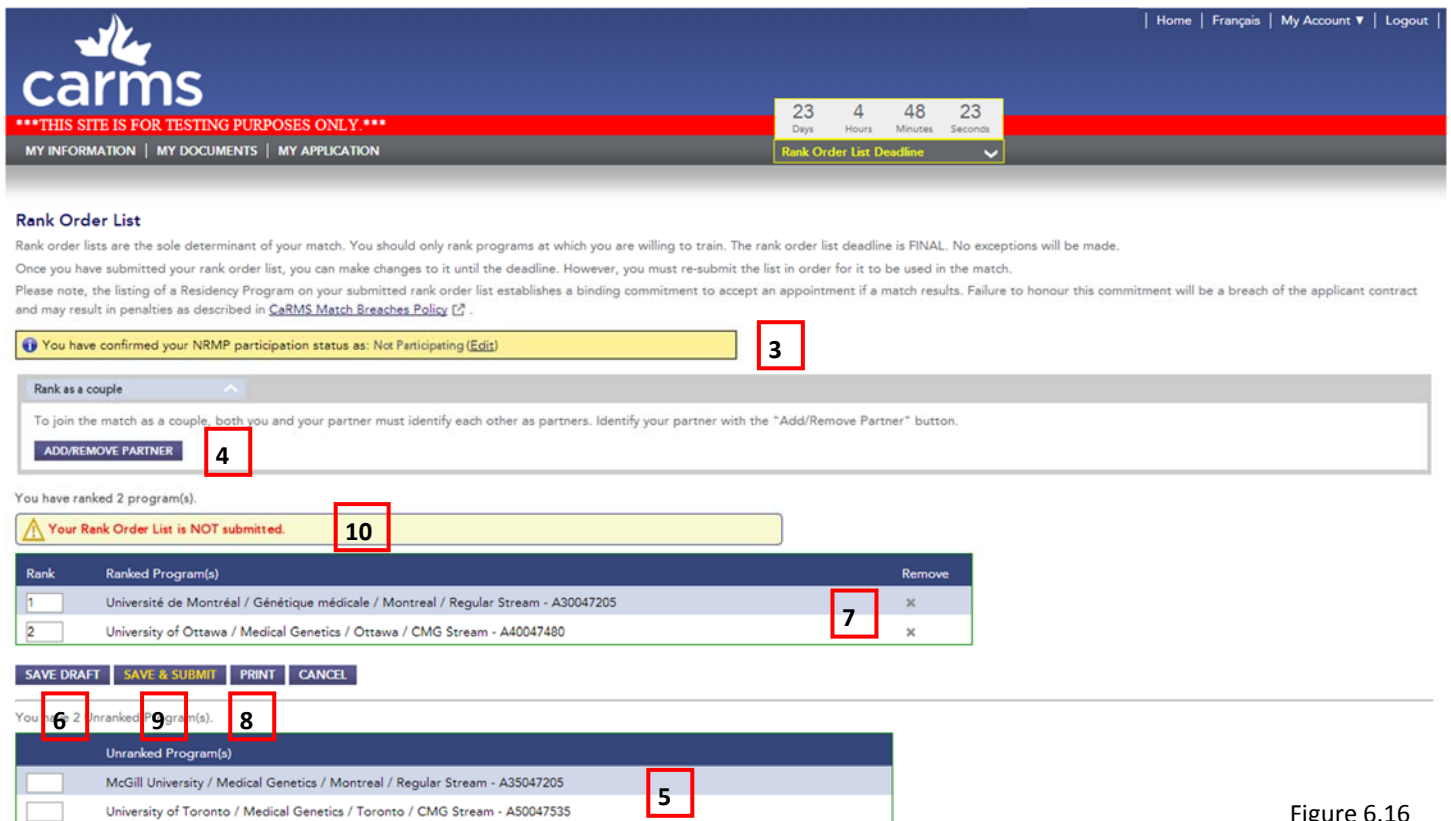


Figure 6.16

3. Indicate whether or not you are participating in the NRMP match.
4. Indicate if you are ranking as a couple. For detailed instructions on couples ranking, see the section 6.3.1.

5. Rank individual programs by putting a number next to each of them.
6. Click **SAVE DRAFT** to save.
7. Remove a program from a saved list by clicking on the **X** to the right of the program name.
8. Print your list by clicking **PRINT**. Once you have submitted your list, you can use your final printed list as a confirmation of submission.
9. Click **SAVE AND SUBMIT** to submit your rank order list.
10. A green bar indicating the date and time of submission will appear at the top of your submitted list.

Rank Order List

Rank order lists are the sole determinant of your match. You should only rank programs at which you are willing to train. The rank order list deadline is FINAL. No exceptions will be made. Once you have submitted your rank order list, you can make changes to it until the deadline. However, you must re-submit the list in order for it to be used in the match. Please note, the listing of a Residency Program on your submitted rank order list establishes a binding commitment to accept an appointment if a match results. Failure to honour this commitment will be a breach of the applicant contract and may result in penalties as described in [CaRMS Match Breaches Policy](#).

You have confirmed your NRMP participation status as: Not Participating (Edit)

Rank as a couple

You have ranked 2 program(s).

10. Your Rank Order List was submitted on January 28, 2014 11:12:40 EST

Rank	Ranked Program(s)
1	Université de Montréal / Génétique médicale / Montreal / Regular Stream - A30047205
2	University of Ottawa / Medical Genetics / Ottawa / CMG Stream - A40047480

UN-SUBMIT **PRINT**

You have 11.2 Unranked Program(s).

Unranked Program(s)
McGill University / Medical Genetics / Montreal / Regular Stream - A35047205
University of Toronto / Medical Genetics / Toronto / CMG Stream - A50047535

Figure 6.17

11. Unsubmit a rank order list at any time before February 20 by clicking on **UN-SUBMIT**. You can make modifications to your unsubmitted list.

{ **Note:** If you unsubmit your list, you must **SAVE AND SUBMIT** it again for it to be used in the match }

6.3.1-Couples Ranking

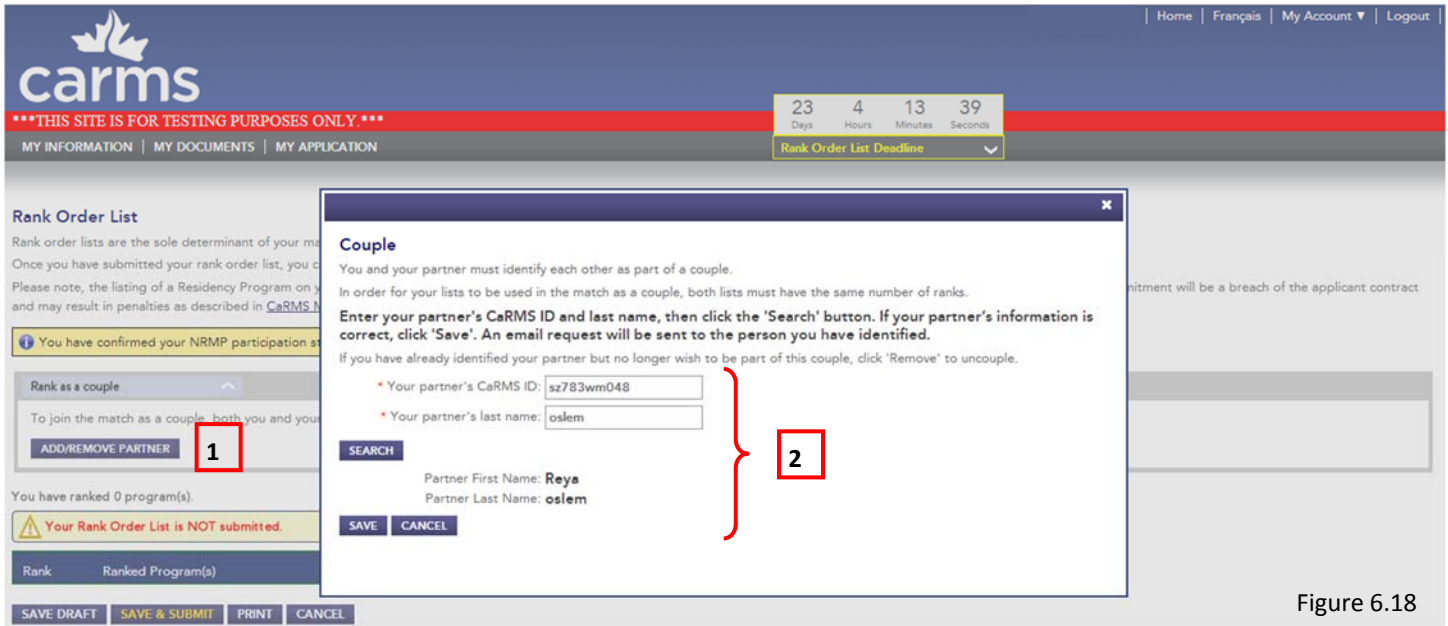


Figure 6.18

1. Click on **ADD/REMOVE PARTNER** to rank as a couple.
2. Enter your partner's CaRMS ID and last name. Click **SEARCH**. Verify the search results and click **SAVE** to continue.

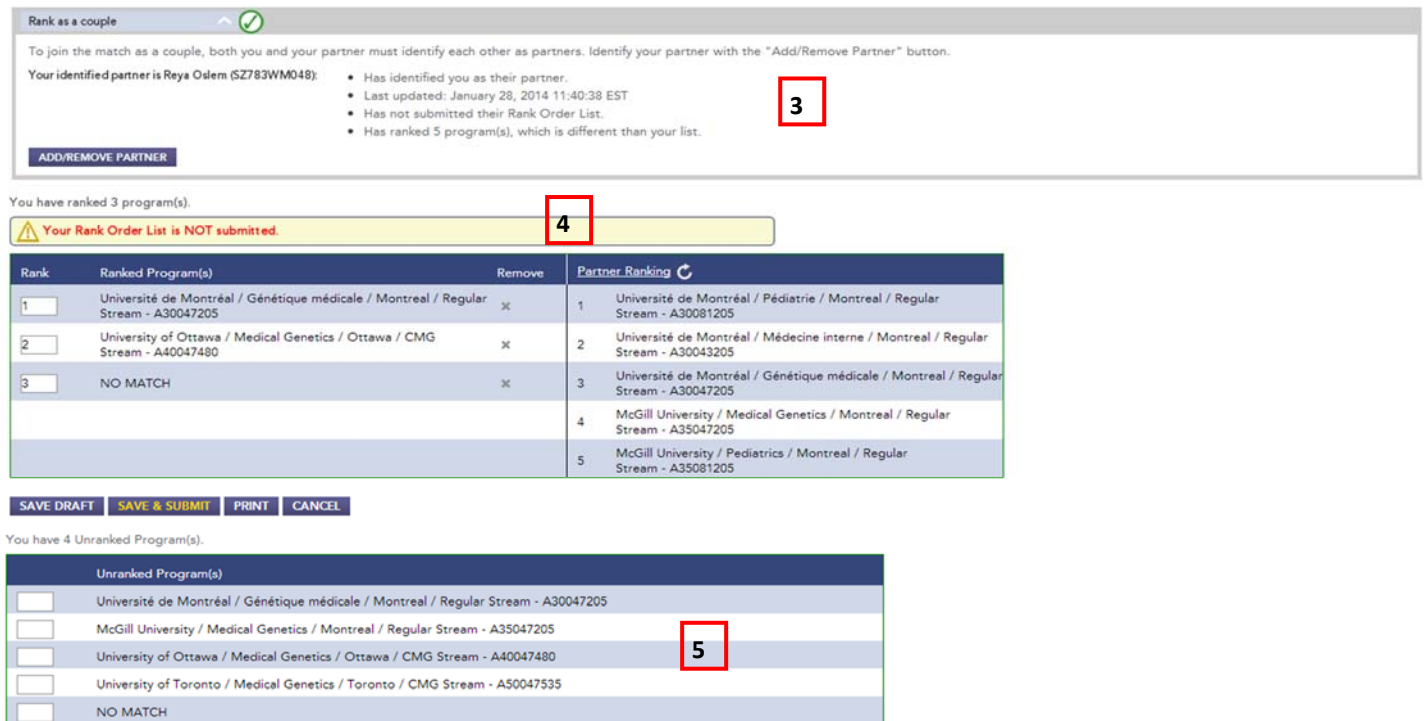


Figure 6.19

3. Verify that your partner has also identified you as their partner. Both partners must identify the other on their Rank Order List page
4. Your rank order list will be displayed on the left column. Your partner's list will display on the right.
5. You may rank the same program multiple times. You can also use the 'NO MATCH' option to increase the chances of your partner matching.

Note: The 'NO MATCH' option should be used as a last resort and if used, should be listed at the bottom of your list.

7-My Results

7.1-Match Results

Match results are available as of March 5, 2014 at 12:00 (noon) ET.



Figure 7.1

1. Click on **Match Results** under **MY RESULTS**.
2. Please note that match results are final. Your matched program will contact you directly.
3. Click **PRINT** to print your match results.