

(NOVEMBER 2025)

# Program Description Information Guide



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## What is a program description?

A program description is an essential component of the application process. It's how you communicate your program's application requirements, selection criteria and curriculum to prospective applicants. This is the main source of information applicants use and rely on when determining whether to apply to your program.

Program descriptions are updated directly through your CaRMS Online account. Each participating program in a match must have a program description. Program descriptions must be reviewed and updated by the deadline to ensure that program requirements are up to date.

## Who is responsible for populating the program description?

The program description is completed directly in CaRMS Online by both the postgraduate medical education office and the administrators and directors assigned to the program.

- The PGME Office includes the Postgraduate Dean, Postgraduate Manager, and Match Coordinator.
- Program users include the Program Director and Program Administrator.

| Role in CaRMS Online                              | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Director<br/>Program Administrator</b> | Populate the program description in CaRMS Online by the deadline and submit it to the PGME Office for approval.                                                                                                                                                                                                                                                                                                                                      |
| <b>Postgraduate Dean<br/>PGME Coordinator</b>     | <ul style="list-style-type: none"> <li>▪ Participate and un-participate programs.</li> <li>▪ Determine program description requirements in accordance with provincial eligibility criteria and your office's guidelines.</li> <li>▪ Able to populate program descriptions.</li> <li>▪ Review submitted program descriptions and populate the master program description.</li> <li>▪ Approve program descriptions for posting on carms.ca.</li> </ul> |
| <b>Match Coordinator</b>                          | <ul style="list-style-type: none"> <li>▪ Determine program description requirements in accordance with provincial eligibility criteria and your office's guidelines.</li> <li>▪ Able to populate program descriptions.</li> <li>▪ Review submitted program descriptions and populate the master program description.</li> <li>▪ Approve program descriptions for posting on carms.ca.</li> </ul>                                                     |

A program description comprises the following sections. The below chart indicates who has permission in CaRMS Online to complete each section. Permissions in CaRMS Online are determined by the role you have in the system.

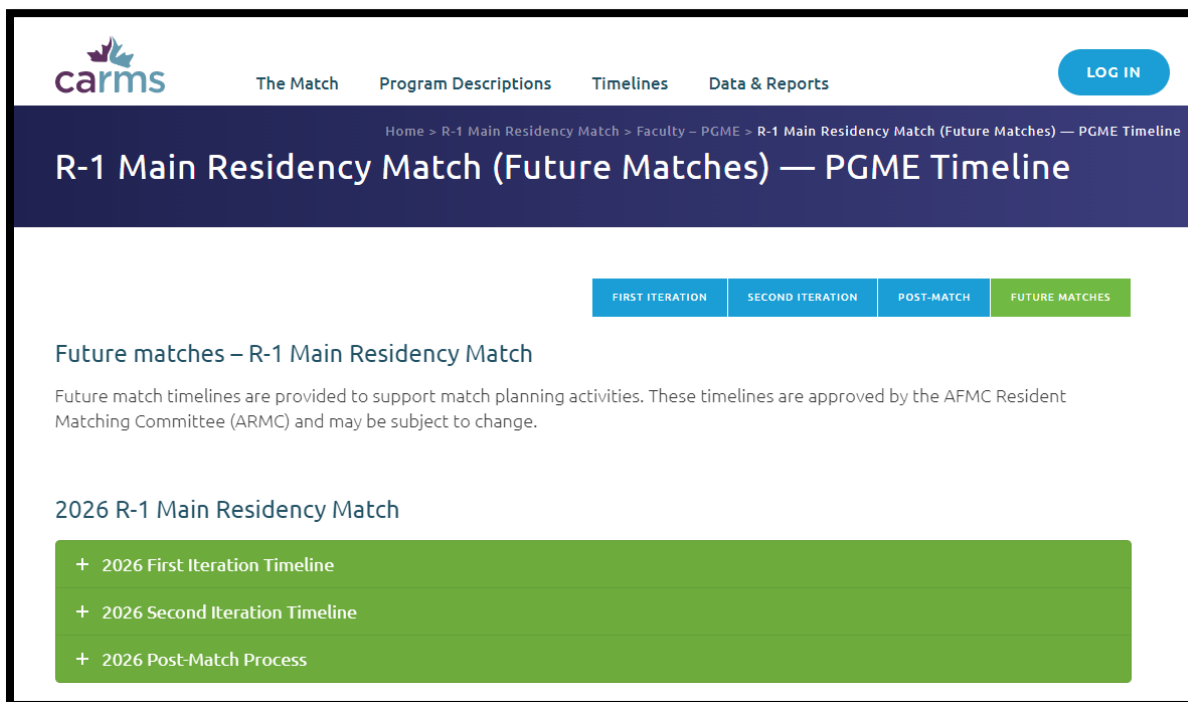
| Program Description Permissions per Role |                                                             |                                                                            |
|------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------|
| Section                                  | PROGRAM USERS:<br>Program Director<br>Program Administrator | PGME OFFICE:<br>Postgraduate Dean<br>PGME Coordinator<br>Match Coordinator |
| Program Contact                          | •                                                           | •                                                                          |
| Important Information                    | •                                                           | •                                                                          |
| Return of Service                        |                                                             | •                                                                          |
| General Instructions                     | •                                                           | •                                                                          |
| Review Process                           | •                                                           | •                                                                          |
| Interview                                | •                                                           | •                                                                          |
| Selection Criteria                       | •                                                           | •                                                                          |
| Program Highlights                       | •                                                           | •                                                                          |
| Program Curriculum                       | •                                                           | •                                                                          |
| Training Site                            | •                                                           | •                                                                          |
| Additional Information                   | •                                                           | •                                                                          |
| FAQs                                     | •                                                           | •                                                                          |
| <b>Supporting Documents</b>              |                                                             |                                                                            |
| Citizenship                              |                                                             | •                                                                          |
| Language Proficiency                     |                                                             | •                                                                          |
| Examinations                             | •                                                           | •                                                                          |
| Reference documents                      | •                                                           | •                                                                          |
| Additional documents                     | •                                                           | •                                                                          |

The Return of Service, Language Proficiency, and Citizenship instructions can only be set up and edited the PGME Office through the Master program description section.

The Master program description allows the PGME Office to modify multiple program descriptions at once. The PGME Office is also able to modify individual program descriptions.

## When are program descriptions required to be completed?

[Match timelines](#) are reviewed and approved by The Association of Faculties of Medicine of Canada (AFMC). These timelines include deadlines by which program descriptions must be completed, submitted, and approved for posting to carms.ca.



## How to populate program descriptions

Program descriptions are comprised of the following 17 sections, some of which are optional to complete.

|                       |                        |                      |
|-----------------------|------------------------|----------------------|
| Program Contact       | Selection Criteria     | Canadian Citizenship |
| Important Information | Program Highlights     | Language Proficiency |
| Return of Service     | Program Curriculum     | Examination          |
| General Instructions  | Training Site          | Reference Documents  |
| Review Process        | Additional Information | Additional Documents |
| Interview             | FAQs                   |                      |

The following pages provide guidance on what information should be included in each section of your program description.

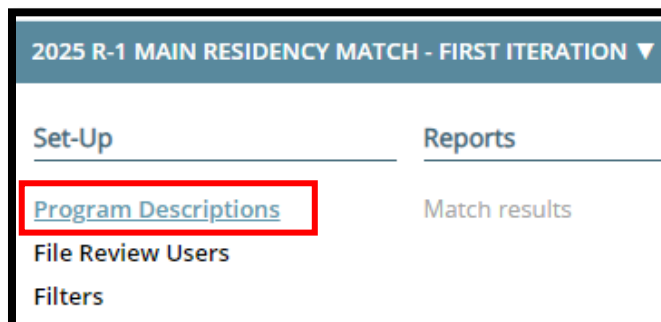
Program administrators and program directors have the ability to access and modify *almost* every section of the program description except for the three following sections:

- Return of Service
- Citizenship
- Language Proficiency

These three sections can only be modified by the PGME Office in the Master program description section. The Master program description allows the PGME Office to modify multiple program descriptions at once. The PGME Office is also able to modify individual program descriptions.

To access and populate your program descriptions:

1. Log into [CaRMS Online](#)
2. Under the match menu, go to **Set-up > Program Descriptions**



3. Your list of available programs will be displayed. Move your cursor over the pencil icon in the Action column and choose **Edit** to open a program description.

| Program name ^                                                                          | Quota stream ▾ | Description type ▾ | Last updated ▾         | Description status ▾ | Action ▾                                                                            |
|-----------------------------------------------------------------------------------------|----------------|--------------------|------------------------|----------------------|-------------------------------------------------------------------------------------|
| University of British Columbia / Anatomical Pathology and General Pathology / Vancouver | CMG Stream     | CMG                | 05/14/2024 09:30:23 ET | Under revision       |  |
| University of British Columbia / Anesthesiology / Vancouver                             | CMG Stream     | CMG                | 05/01/2024 17:09:03 ET | Under rev            | <div> <div>Edit</div> <div>Submit</div> </div>                                      |

- **For an existing program description:** In preparation for the match, you must review and update participating program descriptions and submit them to the PGME Office for approval by the deadline.
- **For a new program without a completed program description:** Follow the below instructions on how to populate a program description. Note that each program that is participating in a match has its own program description.

## Program Contact

- This section provides contact information for your program, as well as related websites.
- **For a returning program:** The existing contacts will be pre-populated in this section. Please review and update as required.
- **For a new program:** The name of your program director will pre-populated. Complete all remaining information.

[Copy from another program](#)

**Address**

Program Director:

Department:

Address:

City:

Province:

Postal code:

Primary contact number:  Type:

Secondary contact number:  Type:

**Program Contacts** ⓘ

|       | Title | Name | Order |
|-------|-------|------|-------|
| + ✎ 🗑 |       |      |       |

**Websites of Interest** ⓘ

|       | Link | Order |
|-------|------|-------|
| + ✎ 🗑 |      |       |

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## Important Information

- This section is **optional** to complete and comprises a text box where you can enter free text.
- This section should be used for notices of essential information for applicants. This may include important updates/changes to the provincial eligibility or the accreditation status of your program, or other information from your postgraduate office.
- Click on the ✎ icon to write or update a message in the text box.

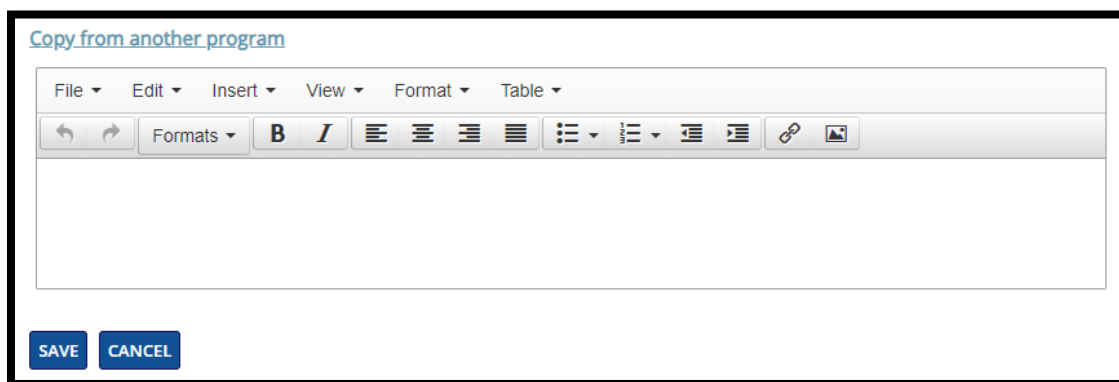
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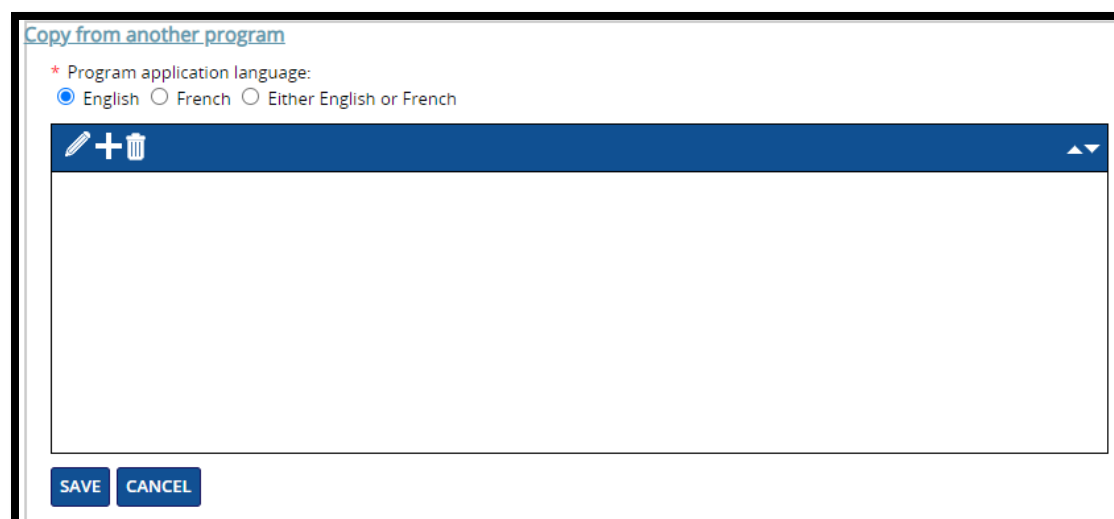
## Return of Service

- This page is locked to program users and can only be populated/updated by the PGME Office in the [Master program description](#) where they can choose to modify multiple program descriptions at once. The PGME Office is also able to modify individual program descriptions.
- Enter the return of service requirements (if any) for this program.
- [How do I edit the Master program description?](#)



## General Instructions

- Enter any general instructions you wish to give applicants in the free text box. If you do not have any text to enter, you will have to click on the trash can icon before your language selection will save.
- Choose the program application language (i.e., the language you want to receive applications in).
- Note that for the R-1 Main Residency Match, the information entered into this section should be applicable to both iterations because it cannot be edited or updated in second iteration R-1 program descriptions.
- Click on the  icon to write or update a message in the text box.



## Review Process

- This section informs applicants if your program will consider any applications and/or documents submitted after the file review process has begun.
- Enter any general instructions you wish to give applicants in the free text box.
- Note that for the second iteration of the R-1 Main Residency Match, CaRMS will automatically update this section for all program descriptions to reflect that applications and supporting documents submitted after file review begins will NOT be considered. However, this section can still be updated should the program choose to still accept applications after file review has begun.

[Copy from another program](#)

\* Applications submitted after file review has opened:

☐ Will be considered until

☒ Will NOT be considered

\* Supporting documents (excluding letters of reference) that arrive after file review has opened:

☐ Will be read and considered until

☒ Will NOT be read and considered

\* Letters of reference that arrive after the unmasking date:

☐ Will be read and considered until

☒ Will NOT be read and considered

Information regarding the review process:  
(1000 characters or less)

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## Interview

- This section lets applicants know the dates your program will hold interviews and other information about the interview process.
- Use the interactive [Interview Date Picker](#) to add or remove interview dates.
- Interviews will continue to be in a virtual format for all, including local candidates.
- Synchronous interviews, such as panel interviews and Multiple Mini Interviews (MMI), are allowed.
- Asynchronous interviews: a pre-recorded interview ex. vidcruiter.com are allowed.
- [How do I add and/or remove an interview date using the Interview Date Picker?](#)

- How will my program be able to view the selected dates from other faculties' programs within the same discipline?

**Interview**

Let applicants know the dates your program will hold interviews and other information about the interview process.

First select your program's interview date(s), then provide additional information about your interview process.

**Select your date(s)**

To add an interview date, click the corresponding date in the calendar. Your program's name will appear in   on the date you select.

To remove an interview date, just click the entry you would like to remove.

Interview dates for other faculties' programs within your discipline are displayed in  , so you can avoid scheduling conflicting interviews.

Hover over an entry to see the full program name, including program site.

**Anatomical Pathology and General Pathology Interview Calendar** January 2024

| Sun                       | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------|-----|-----|-----|-----|-----|-----|
| 31                        | 1   | 2   | 3   | 4   | 5   | 6   |
| 7                         | 8   | 9   | 10  | 11  | 12  | 13  |
| 14                        | 15  | 16  | 17  | 18  | 19  | 20  |
| National Interview Period |     |     |     |     |     |     |
| 21                        | 22  | 23  | 24  | 25  | 26  | 27  |
| National Interview Period |     |     |     |     |     |     |
| 28                        | 29  | 30  | 31  | 1   | 2   | 3   |
| National Interview Period |     |     |     |     |     |     |

**Provide additional information**

To populate the sections below with the same information as a related program, click 'Copy from another program' and select the program to import the information.

Click 'SAVE' to record your work.

[Copy from another program](#)

Details regarding interview dates:

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\* Notification/Invitation: ☒ Program will notify all applicants through CaRMS Online and will send email invitations directly to applicants selected for an interview. ☐ Other

Details regarding the interview process:

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## Selection Criteria

This section allows you to advertise what your program is looking for in an application and how you will evaluate them.

[Copy from another program](#)

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 [Image Icon]

^ Program goals

^ Selection process goals

^ File review process

^ Elective criteria

^ Interview process

^ Information gathered outside of CaRMS application

^ Ranking process

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You will be asked to comment on:

- **Program goals**

Program goals are the competencies and behaviors that your program is looking for in a resident. Program goals should already be reflected within your program's statement of the overall mission of your resident training program, as reflected in accreditation documents, goals, and objectives.

Example of a program goal: *We are looking for academically driven candidates who are eager to take advantage of all opportunities our program has to offer.*



## ■ File review process

- Describe the process by which your program selects applicants for an interview, including the file components your program will be evaluating.
- If a file component below is not considered, please insert "*We do not evaluate this file component*" into the criteria field.

File review process

Describe the process by which your program selects applicants for an interview.

1.\* Describe the composition of your review team (e.g. program director, program administrator, resident): ?

2.\* What is the average number of applications received by your program in the last five years?

☒ 0 - 50
 ☐ 51 - 200
 ☐ 201 - 400
 ☐ 401 - 600
 ☐ 601 +

Include additional pertinent information, if any:

3.\* On average, what percentage of your applicant pool is offered interviews?

☐ 0 - 25 %
 ☐ 26 - 50 %
 ☐ 51 - 75 %
 ☒ 76 - 100 %

Include additional pertinent information, if any:

4.\* Identify what you are evaluating within each of the file components listed below during file review. If a file component below is not considered, please insert "We do not evaluate this file component" into the criteria field.

| File component                        | Criteria    |
|---------------------------------------|-------------|
| <a href="#">CV</a>                    | <div></div> |
| <a href="#">Electives</a>             | <div></div> |
| <a href="#">Examinations</a>          | <div></div> |
| <a href="#">Extra-curricular</a>      | <div></div> |
| <a href="#">Leadership skills</a>     | <div></div> |
| <a href="#">MSPRs</a>                 | <div></div> |
| <a href="#">Personal letters</a>      | <div></div> |
| <a href="#">Reference documents</a>   | <div></div> |
| <a href="#">Research/Publications</a> | <div></div> |
| <a href="#">Transcripts</a>           | <div></div> |

Other file component(s):

- **Elective criteria**

**Elective criteria**

Do you give any preference for electives taken? Please describe.

Elective Requirement:

- ☒ We encourage applicants to have completed at least one elective in our discipline.
- ☐ We are looking for and rewarding applicants who have completed a broad range of electives including in our discipline.
- ☐ Other

Onsite Elective:

- ☐ We prefer applicants to have done onsite electives.
- ☒ We do not require applicants to have done onsite electives.
- ☐ We do not wish to include this information in our program description.
- ☐ Other

Description:

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- **Interview process**

- Describe the process by which your program conducts interviews.
- Identify what you are evaluating within each of the interview components listed below during an interview. If an interview component below is not considered, please insert "*We do not evaluate this interview component*" into the criteria field.

Interview process

Describe the process by which your program conducts interviews.

1.\* What format do you use to conduct your interviews? (Check as many as apply)

☐ Traditional (one on one/two on one)

☐ Panel

☐ MMI or rotating station

☐ Other

2.\* Do you accommodate applicants who indicate they wish to re-schedule their interview after your scheduling process is complete ?

☒ Yes

☐ No

\* Details

☐ Routinely

☐ Due to weather, technology failure or unforeseen circumstances

3.\* Identify what you are evaluating within each of the interview components listed below during an interview. If an interview component below is not considered, please insert "We do not evaluate this interview component" into the criteria field.

| Interview components       | Criteria |
|----------------------------|----------|
| Collaboration skills       |          |
| Collegiality               |          |
| Communication skills       |          |
| Health advocacy            |          |
| Interest in the discipline |          |
| Interest in the program    |          |
| Leadership skills          |          |
| Professionalism            |          |
| Scholarly activities       |          |

Other interview component(s):

## Information gathered outside of CaRMS application

Identify if any information gathered outside of the CaRMS application and your local interview process is used for evaluating purposes.

**Information gathered outside of CaRMS application**

Identify if any information gathered outside of the CaRMS application and your local interview process is used for evaluating purposes.

\* Please select:

☐ We do not consider any information gathered outside of the CaRMS application and local interview processes.

☒ We may consider information gathered outside of the CaRMS application and local interview processes.

Check all that apply:

Specifically, we may consider:

☐ Social interaction during program related events

☐ Communication with program administration

☐ Social media

☐ Unsolicited reference letters

☐ Unsolicited email references

☐ Unsolicited verbal information on a candidate's prior performance

☐ Unsolicited feedback from colleagues and co-workers

☐ Other

## ▪ Ranking process

Indicate what behavior exhibited during the interview process might prevent an applicant from being ranked by your program.

Ranking process

Please indicate what behavior exhibited during the interview process might prevent an applicant from being ranked by your program.

\* Check all that apply:

☐ Unprofessional or inappropriate behavior  
☐ Did not attend interview  
☐ Interview performance was not competitive  
☐ Other

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## Program Highlights

- This section can be anything you wish to highlight relating to your program, university, or location. Enter any general information you wish to give applicants in the free text box.
- Listing both academic and non-academic highlights gives applicants a better sense of what they can expect if they are matched to your program.
- Note that for the R-1 Main Residency Match, the information entered into this section should be applicable to both iterations because it cannot be edited or updated in second iteration R-1 program descriptions.
- Click on the  icon to write or update a message in the text box.

Copy from another program





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## Program Curriculum

- This section describes the specific training residents will receive.
- Please include thorough descriptions of each PGY training year, including all rotations, length of rotations, training site(s), and allotted vacation time in the free text box.
- Brief descriptions of rotations are suggested if the training has any unique aspects.
- Note that for the R-1 Main Residency Match, the information entered into this section should be applicable to both iterations because it cannot be edited or updated in second iteration R-1 program descriptions.
- Click on the  icon to write or update a message in the text box.
- Drop-down menu options for "*please select the length of your training*" are:
  - 6 months, 1 year, 2 years, 3 years, 4 years, 5 years, 6 years, 7 years, or 8 years

[Copy from another program](#)

\* Please select the length of your training:

\* Does the program length of training exceed Royal College or College of Family Physicians of Canada standard?

☐ Yes ☒ No



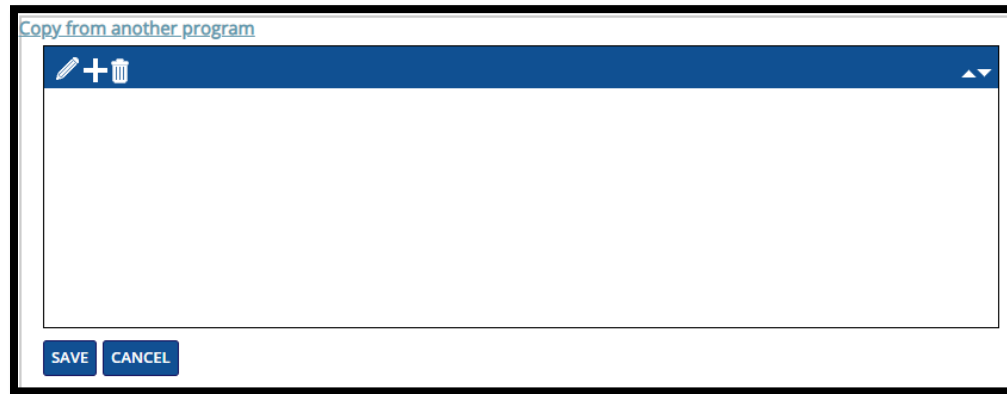


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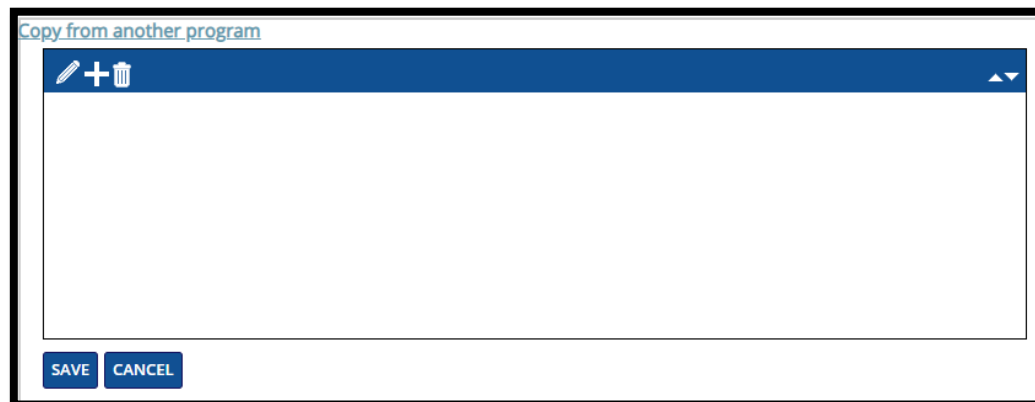
## Training Site

- This section provides general information about where residents matched to your program will be training. Enter any information you wish to give applicants in the free text box. Please identify all training sites associated with your program, including the address for each.
- Note that for the R-1 Main Residency Match, the information entered into this section should be applicable to both iterations because it cannot be edited or updated in second iteration R-1 program descriptions.
- Click on the  icon to write or update a message in the text box.



## Additional Information

- This section is **optional** to complete.
- This section can include any supplementary information that other sections do not cover. This may include non-academic features of the program.
- Click on the  icon to write or update a message in the text box.



## FAQs

- This section is **optional** to complete.
- This section should include questions and answers that would be of assistance to potential applicants to your program.
- Topics could relate to application to your program (do we accept late applications?); the program itself (do we offer advanced training opportunities?); the community (is there available housing near the hospital?); or any other issues of interest.
- Click on the  icon to write or update a message in the text box.

Copy from another program





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## Canadian Citizenship

- This page is locked to programs and can only be populated/updated by the PGME Office in the [Master program description](#) where they can choose to modify multiple program descriptions at once. The PGME Office is also able to modify individual program descriptions.
- Select the documents you will accept as proof of Canadian citizenship from the list below. Ensure this aligns with provincial eligibility requirements.
- Citizenship documents are required to be notarized. Answer YES to "Document must be notarized/certified".
- [How do I edit the Master program description?](#)

\* Documents :

- ☒ Canadian Birth Certificate or Act of Birth
- ☒ Certificate of Canadian Citizenship
- ☒ Confirmation of Permanent Residence in Canada
- ☒ Passport page showing Canadian Citizenship
- ☒ Canadian Citizenship Card (both sides of card)
- ☒ Canadian Permanent Resident Card (both sides of card)
- ☒ Proof of pending Canadian citizenship / pending permanent residency
- ☐ Valid Canadian Visa/Permit authorization
- ☐ Proof of Protected Person / Convention Refugee Status
- ☒ Certificate of Indian Status / Aboriginal Status or Makivik Society Card
- ☒ Photocopy of Foreign Passport Showing Citizenship

\* Status requirement:

\* Document must be notarized/certified: ☒ Yes ☐ No

Description:

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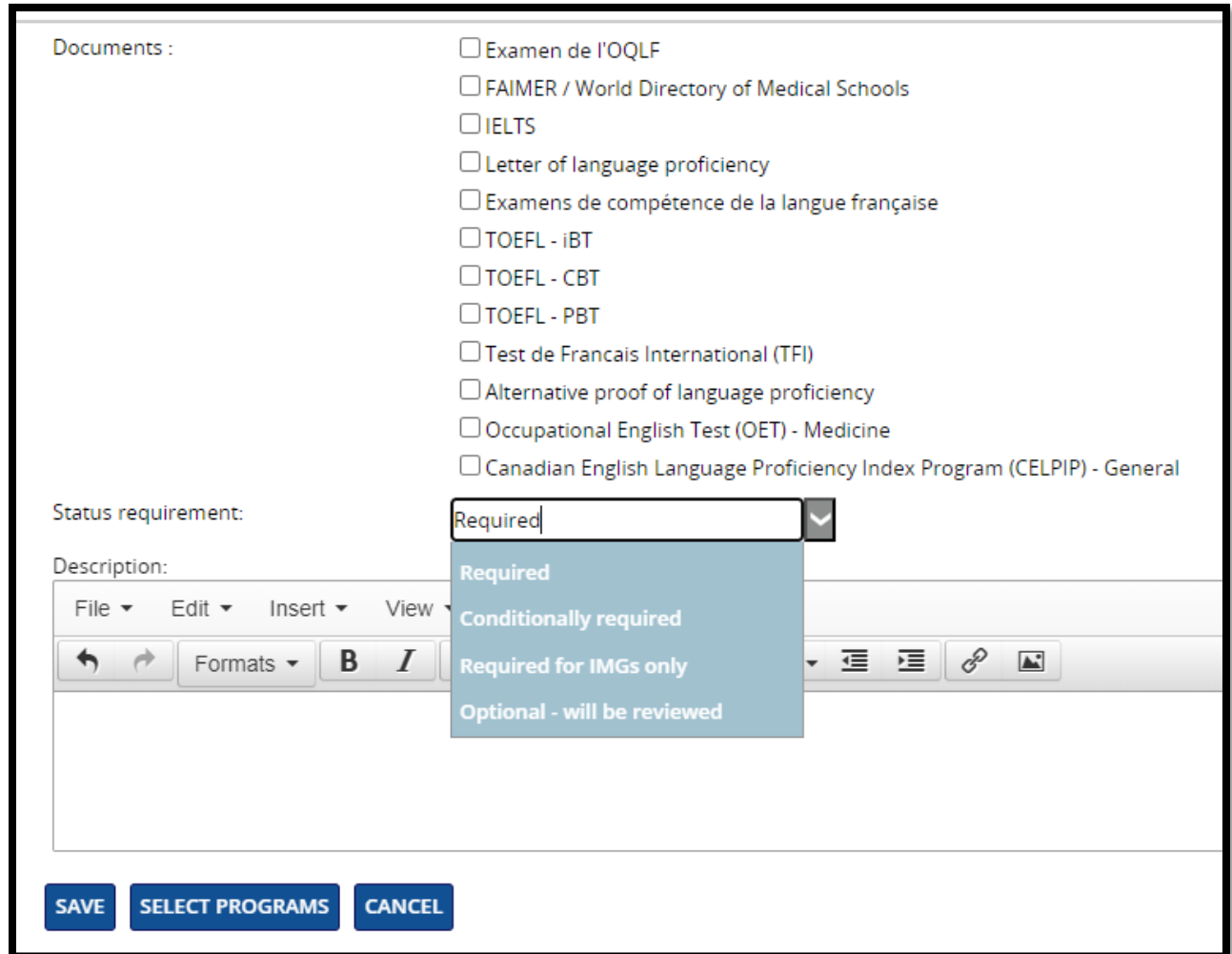
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## Language Proficiency

- This page is locked to programs and can only be populated/updated by the PGME Office in the [Master program description](#) where they can choose to modify multiple program descriptions at once. The PGME Office is also able to modify individual program descriptions.
- Select the documents you will accept as proof of language proficiency from the list below. Ensure this aligns with provincial eligibility requirements.
- [How do I edit the Master program description?](#)



Documents :

- ☐ Examen de l'OQLF
- ☐ FAIMER / World Directory of Medical Schools
- ☐ IELTS
- ☐ Letter of language proficiency
- ☐ Examens de compétence de la langue française
- ☐ TOEFL - iBT
- ☐ TOEFL - CBT
- ☐ TOEFL - PBT
- ☐ Test de Français International (TFI)
- ☐ Alternative proof of language proficiency
- ☐ Occupational English Test (OET) - Medicine
- ☐ Canadian English Language Proficiency Index Program (CELPIP) - General

Status requirement: Required

Description:

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Required

Conditionally required

Required for IMGs only

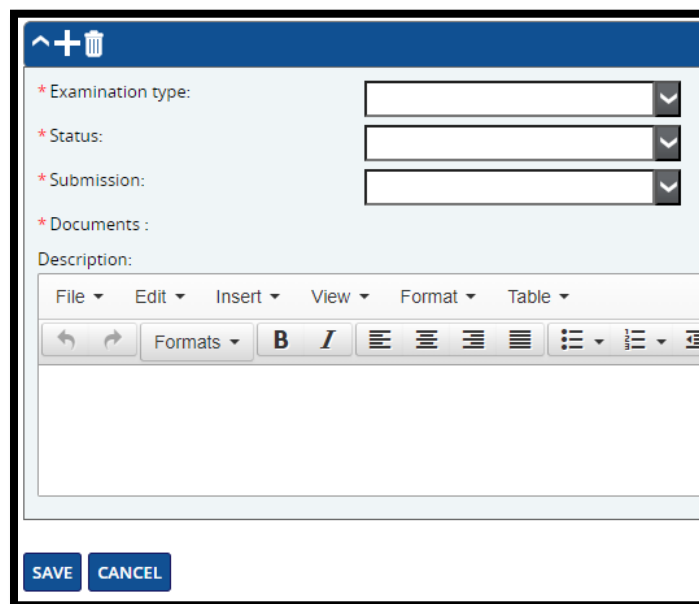
Optional - will be reviewed

SAVE SELECT PROGRAMS CANCEL

## Examinations

- Select the examinations that your program is requesting from applicants.
- Each examination will be one line entry.
- Where applicable, select whether you want just the score, the document, or both.
- If an examination is set to "Conditionally required" you **must** indicate what the conditions are in the 'Description' text box.
- Click on the  icon to add a new line entry.

- Use the arrow icon  to open and close a line entry.
- Click the garbage can icon  to delete a line entry.
- [What submission options are available when selecting each examination in my program description?](#)



| Drop-down menu options                                        |                             |                       |
|---------------------------------------------------------------|-----------------------------|-----------------------|
| Examination Type                                              | Status                      | Submission            |
| <a href="#">Casper</a>                                        | Required                    | Score                 |
| Certification Examination in Family Medicine                  | Conditionally required      | Document              |
| COMLEX-USA                                                    | Optional - will be reviewed | Score and document(s) |
| <a href="#">FMProC (Family Medicine Professional Choices)</a> |                             |                       |
| MCCQE Part I                                                  |                             |                       |
| MCCQE Part II                                                 |                             |                       |
| NAC – National Assessment Collaboration                       |                             |                       |
| RCPSC Internal Medicine examination                           |                             |                       |
| USMLE1                                                        |                             |                       |
| USMLE2-CK                                                     |                             |                       |
| USMLE3                                                        |                             |                       |



## Additional Documents

- This section should list any documents your program requires from applicants. Be sure to include all documents in your list, including those used by the postgraduate office to establish provincial eligibility, to ensure that your applicant pool includes them in their applications.
- Note for university **transcripts**:
  - Transcripts can be uploaded by all applicants directly into their CaRMS Online account.
  - There is no requirement for a transcript to be notarized or certified.
  - Programs cannot ask for the translation of a transcript and must accept a transcript in French or English as per [AFMC policy](#).
- Note for **Medical Student Performance Record**:
  - International and United States medical graduates can upload their MSPR directly into their account.
  - If the original MSPR is in a language other than the language of the program application, the applicant is required to have the document translated.
  - There is no requirement for an MSPR to be notarized or certified.
- [My program would like to include the CSIQ as an optional document for applicants to provide as part of their application, what do I have to do?](#)

[Copy from another program](#)

^ + 🗑

\* Document Type:

▼

\* Status requirement:

▼

Description: ✎

Required

Conditionally required

Optional - will be reviewed

SAVE

CANCEL

The following documents are options in the **DOCUMENT TYPE** drop down menu:

1. Abstract/Publications
2. Advanced Cardiac Life Support (ACLS)
3. Advanced Trauma Life Support (ATLS)
4. Alberta IMG Clinical Assessment Placement
5. Alberta IMG Program (AIMGP) Multiple Mini Interview (MMI) results
6. Anonymized Forensic Psychiatry Court Report
7. Basic Cardiac Life Support (BCLS)
8. CÉDIS (Centre d'évaluation des diplômés internationaux en santé)
9. CEGEP Transcript
10. Certificate
11. Consent for Disclosure
12. Custom Résumé / CV
13. Declaration of Black Identity
14. Declaration of Indigenous Ancestry
15. Description of research interests
16. Detailed outline of medical practice experience
17. Diploma
18. Documentation of prior postgraduate training
19. ECFMG Certificate
20. EICS Verification of Documents
21. Family Medicine integrated Emergency Medicine Addendum
22. Family Medicine rural addendum/questionnaire
23. Graduate Transcript (Master/PhD Degree)
24. IMG-BC Clinical Assessment Program
25. Indigenous pathway letter
26. Internship Training Certificate
27. Interruption of postgraduate training
28. LEAD program transcript
29. Letter of community support
30. Letter of standing
31. Lettre de détermination du statut d'admission aux études médicales postdoctorales émise par la CVDFM
32. Lettre de la Conférence des vice-doyens postdoc – Québec
33. Lettre de reconnaissance de l'équivalence du diplôme MD
34. LMCC Certificate
35. Maritimer Declaration
36. Medical School Diploma
37. Medical School Diploma-Previous
38. [Medical School Transcript](#)
39. Medical School Transcript – Previous
40. [Medical Student Performance Record](#)
41. Medical Student Performance Record - Previous
42. Memorial Core Clinical Clerkship Rotation Details
43. Memorial Declaration for Interruptions
44. Name Change
45. New Brunswicker declaration
46. Nova Scotian declaration
47. Ontario high school transcript or exemption
48. Ophthalmological Report
49. Pediatric Advanced Life Support (PALS)
50. Personal letter
51. Photo
52. Postgraduate Medical Training Certificate
53. Practice Ready Assessment
54. Program questionnaire
55. Proof of most recent clinical experience
56. Proof of provincial residency
57. Proof of registration as a clinical assistant or allied health professional in Canada
58. RCPSC Assessment of Training
59. Regional Connection Attestation
60. Registration form
61. Relevant rotations or health care experience
62. Residency transcript
63. Return of Service Contract/Letter of provision
64. Rotation Evaluations / In Training Evaluation Report (ITER)
65. Self identification questionnaire
66. Standardized evaluation for electives in Plastic Surgery
67. Undergraduate Transcript (Bachelor's Degree)
68. USMLE Transcript

[Copy from another program](#)

|                                                                                                                                                                                                                                                                                  |                                               |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----|
| ^ +                                                                                                                                                                                             | Self-identification questionnaire             | ▼ ▲ |
| ^ +                                                                                                                                                                                             | Medical School Diploma - Previous             | ▼ ▲ |
| ^ +                                                                                                                                                                                             | Medical Student Performance Record - Previous | ▼ ▲ |
| ^ +                                                                                                                                                                                             | Medical School Transcript - Previous          | ▼ ▲ |
| ^ +                                                                                                                                                                                             |                                               |     |
| <p>* Document Type: <input type="text"/> ▼</p> <p>* Status requirement: <input type="text"/> ▼</p> <p>Description: </p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> |                                               |     |

- Each document requested will become an individual line entry.
- Click on the  icon to add a new line entry.
- Click on the  icon to write a message in the text box.
- Use the arrow icon  to open and close a line entry.
- Click the garbage can icon  to delete a line entry.

## Program descriptions in R-1 second iteration

The following table outlines what sections can and can't be edited within your program description in the second iteration of the R-1 Main Residency Match, as well as who can make these edits.

| R-1 SECOND ITERATION   |                                                             |                                                                            |                       |
|------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------|
| Section                | PROGRAM USERS:<br>Program Director<br>Program Administrator | PGME OFFICE:<br>Postgraduate Dean<br>PGME Coordinator<br>Match Coordinator | Cannot be<br>modified |
| Program Contact        | •                                                           | •                                                                          |                       |
| Important Information  | •                                                           | •                                                                          |                       |
| Review Process         | •                                                           | •                                                                          |                       |
| Interviews             | •                                                           | •                                                                          |                       |
| Selection Criteria     | •                                                           | •                                                                          |                       |
| Additional Information | •                                                           | •                                                                          |                       |
| Examinations           | •                                                           | •                                                                          |                       |
| Reference Documents    | •                                                           | •                                                                          |                       |
| Additional Documents   | •                                                           | •                                                                          |                       |
| Return of Service      |                                                             | •                                                                          |                       |
| Citizenship            |                                                             | •                                                                          |                       |
| Language Proficiency   |                                                             | •                                                                          |                       |
| General Instructions   |                                                             |                                                                            | •                     |
| Program Highlights     |                                                             |                                                                            | •                     |
| Program Curriculum     |                                                             |                                                                            | •                     |
| Training Sites         |                                                             |                                                                            | •                     |
| FAQs                   |                                                             |                                                                            | •                     |

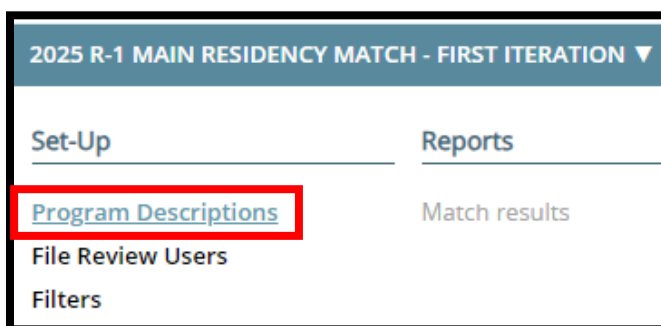
For the second iteration of the R-1 Main Residency Match, CaRMS will automatically update the **Review Process** section in all program descriptions to reflect that applications and supporting documents submitted after file review begins will NOT be considered. However, this section can still be updated should the program choose to still accept applications after file review has begun.

This does not apply to program descriptions in the second iteration of the Fall Subspecialty Residency Match (FSRM).

## How to update a program description

Program directors and program administrators are assigned the task of revising their program descriptions for every match and then submitting their modified program descriptions through CaRMS Online for PGME Office approval. Once program descriptions are approved, they will be published on carms.ca.

1. Log into your [CaRMS Online](#) account and select **Program Descriptions** under your selected match.



2. Your list of available programs will be displayed. To update a program description, move your cursor over the pencil icon in the Action column and click **Edit**.

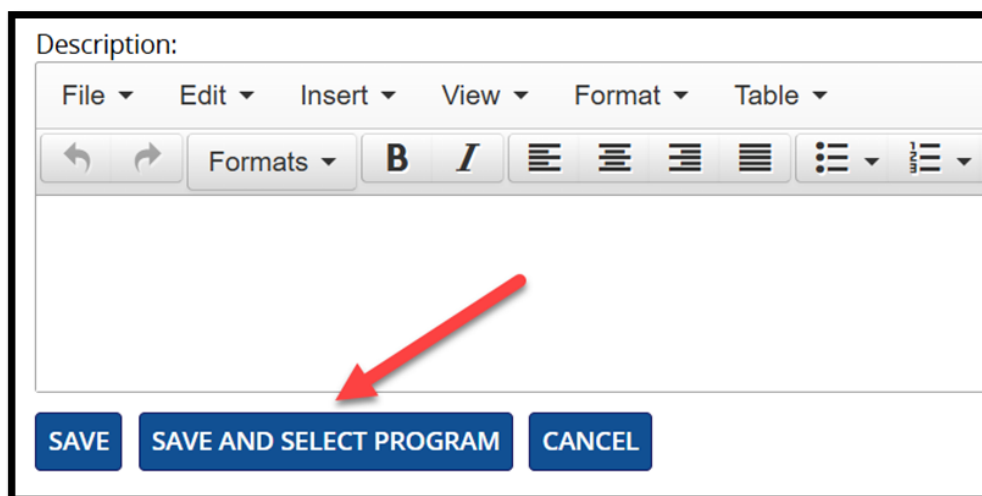
| Program name ^                                                                      | Quota stream ↕ | Description type ↕ | Last updated ↕         | Description status ↕ | Action ↕                                                                              |
|-------------------------------------------------------------------------------------|----------------|--------------------|------------------------|----------------------|---------------------------------------------------------------------------------------|
| University of British Columbia / Otolaryngology - Head and Neck Surgery / Vancouver | CMG Stream     | CMG                | 05/06/2024 15:37:16 ET | Under revision       |  |
| Showing 1 to 1 of 1 entries                                                         |                |                    |                        |                      |                                                                                       |

**Note:** Only program descriptions with a status of either **Updates needed** or **Under revision** are available for revision. If a program description has any other listed status, your PGME Office will need to return it for revision before any content can be updated.

3. Select any section of your program description by clicking on a section name in the **Sections** menu on the left side of the page. Note: all sections of the program description should be reviewed and updated as needed.
  - [How do I update my program description?](#)
  - [How do I update multiple program descriptions at once?](#)
  - [How do I make changes to my program description after it's been approved?](#)

## How to update multiple program descriptions at once

If you are editing a program description in CaRMS Online and want to **push the same content of the entire section** you are editing to other programs, you can do so by clicking on the **SAVE AND SELECT PROGRAM** button at the bottom of the page.



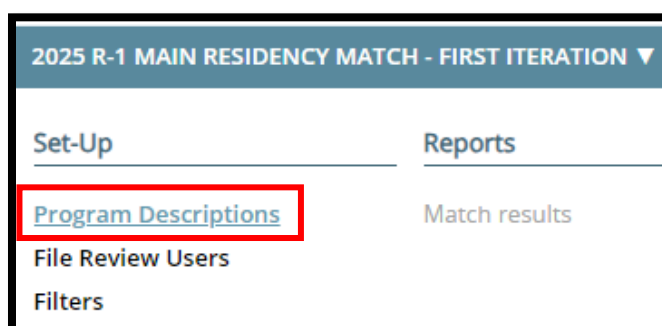
**IMPORTANT:** This function cannot be used to add a single document/score to multiple programs. If you have added a single document/score to one program and want to include it in other programs, you will need to open each individual program description and manually add the document/score.

## How to submit a program description for PGME approval

Once a program description has been completed, it must be sent to the PGME Office for review and approval. The PGME Office is required to approve a program description before it can be posted on carms.ca.

To submit a program description for PGME Office approval:

1. Log into your [CaRMS Online](#) account and select **Program Descriptions** under your selected match.



Your list of available programs will be displayed.

| Program name                                                                            | Quota stream | Description type | Last updated           | Description status | Action                                                                              |
|-----------------------------------------------------------------------------------------|--------------|------------------|------------------------|--------------------|-------------------------------------------------------------------------------------|
| University of British Columbia / Anatomical Pathology and General Pathology / Vancouver | CMG Stream   | CMG              | 05/02/2024 14:15:42 ET | Under revision     |  |
| University of British Columbia / Anesthesiology / Vancouver                             | CMG Stream   | CMG              | 05/01/2024 17:09:03 ET | Under revision     |  |

2. There are two ways in which to submit a program description:

- a) Click on the program name to open a preview of the program description. Move your cursor over the Action section, click on the pencil icon and choose **Submit**; or



University of Toronto - Anesthesiology - Toronto

2025 R-1 Main Residency Match - first iteration

CMG Stream for CMG

Action: 

**Submit**

- b) In the list of available programs, find the program description you want to submit and move your cursor over the pencil icon in the Action column and click **Submit**.

| Program name                                                 | Quota stream | Description type | Last updated           | Description status | Action                                                                                |
|--------------------------------------------------------------|--------------|------------------|------------------------|--------------------|---------------------------------------------------------------------------------------|
| University of British Columbia / Cardiac Surgery / Vancouver | CMG Stream   | CMG              | 05/03/2024 11:53:09 ET | Under revision     |  |

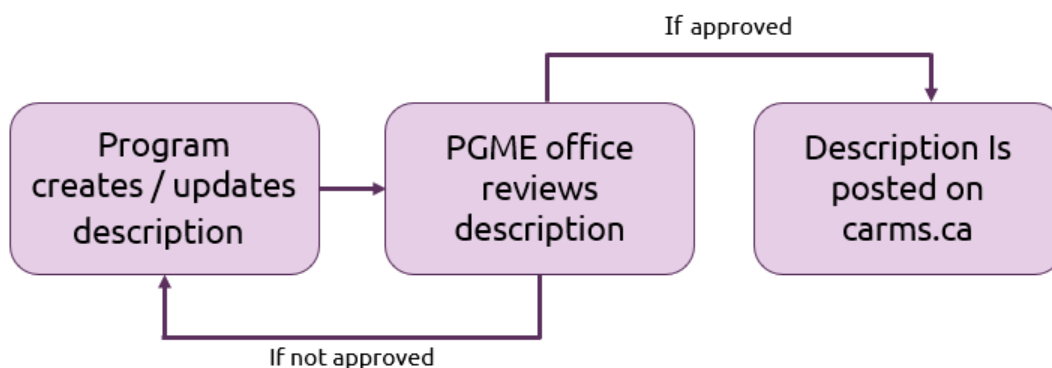
Showing 1 to 1 of 1 entries (filtered from 96 total entries)

Edit

**Submit**

Once the program description has been submitted to the PGME Office, you cannot make revisions to it. If additional changes are required, you must contact your PGME Office so they can return the program description to you for additional updates.

The below diagram shows the program description approval process in CaRMS Online.

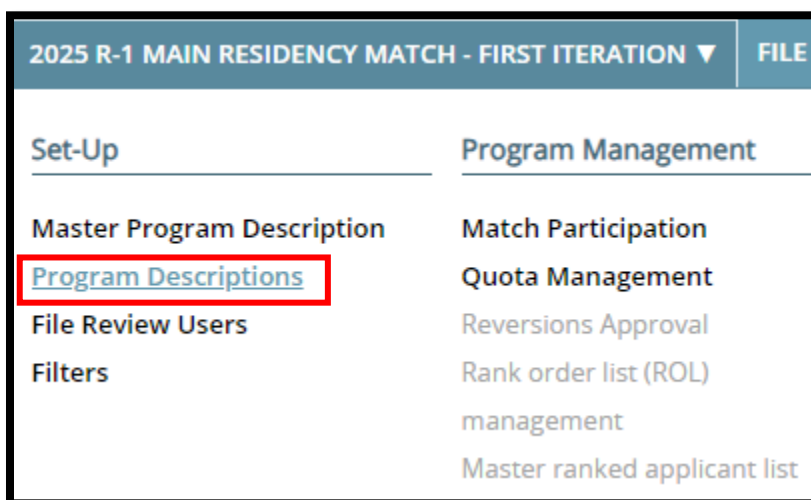


## How to approve a program description

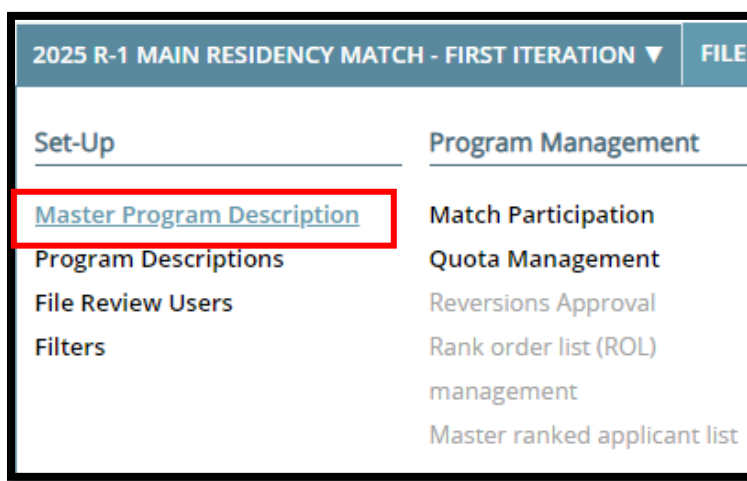
Before a program description can be posted to the CaRMS website, the PGME Office must approve it in CaRMS Online.

To approve a program description:

1. Log into your [CaRMS Online](#) account and select **Program Descriptions** under your selected match.



2. Your list of available programs will be displayed. Click on the individual program to open and review the program description. You will need to complete the Master Program Description before you are able to approve the program description.
  3. Go to the **Master Program Description** and complete the Return of Service, Canadian Citizenship and Language Proficiency sections.
- [How do I edit the Master program description?](#)



**Master Program Description**

Information you enter in the Master Program Description can be applied across multiple programs. You can choose which programs to update by clicking **SELECT PROGRAMS**.

| SECTIONS                               | Return of Service                                                                                                                                                                                                        |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Return of Service</b>               | Enter the return of service requirements (if any) for this program.<br>To input or edit the text, type directly in the text box then <b>SAVE</b> .<br>To choose which programs to update, click <b>SELECT PROGRAMS</b> . |
| SUPPORTING DOCUMENTATION / INFORMATION |                                                                                                                                                                                                                          |
| Canadian citizenship                   |                                                                                                                                                                                                                          |
| Language proficiency                   |                                                                                                                                                                                                                          |

File Edit Insert View Format Table

Formats **B** *I* [List Icons]

**SAVE** **SELECT PROGRAMS** **CANCEL**

Once the Master Program Description has been populated you can approve the program description.

- Go back into **Program Descriptions** to access the list of available programs.

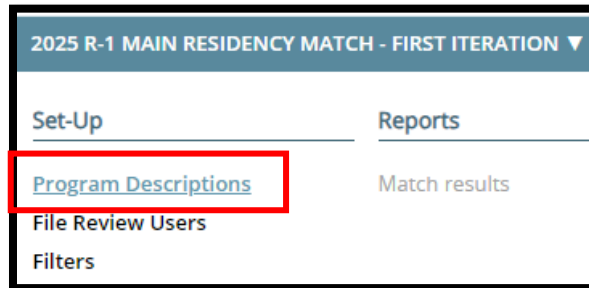
| 2025 R-1 MAIN RESIDENCY MATCH - FIRST ITERATION |                                  | FILE |
|-------------------------------------------------|----------------------------------|------|
| Set-Up                                          | Program Management               |      |
| Master Program Description                      | Match Participation              |      |
| <b>Program Descriptions</b>                     | Quota Management                 |      |
| File Review Users                               | Reversions Approval              |      |
| Filters                                         | Rank order list (ROL) management |      |
|                                                 | Master ranked applicant list     |      |

- Find the individual program description you want to approve and move your cursor over the pencil icon in the Action column. Click **Approve**. Once a program description is approved by the PGME Office, it is posted to carms.ca immediately.

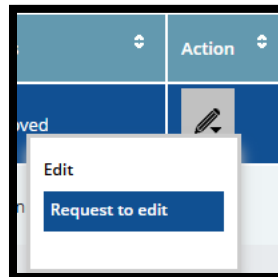
## How to edit an approved program description

Once a program description has been approved by the PGME Office it is posted to carms.ca. However, you are still able to make changes to it, should you need to.

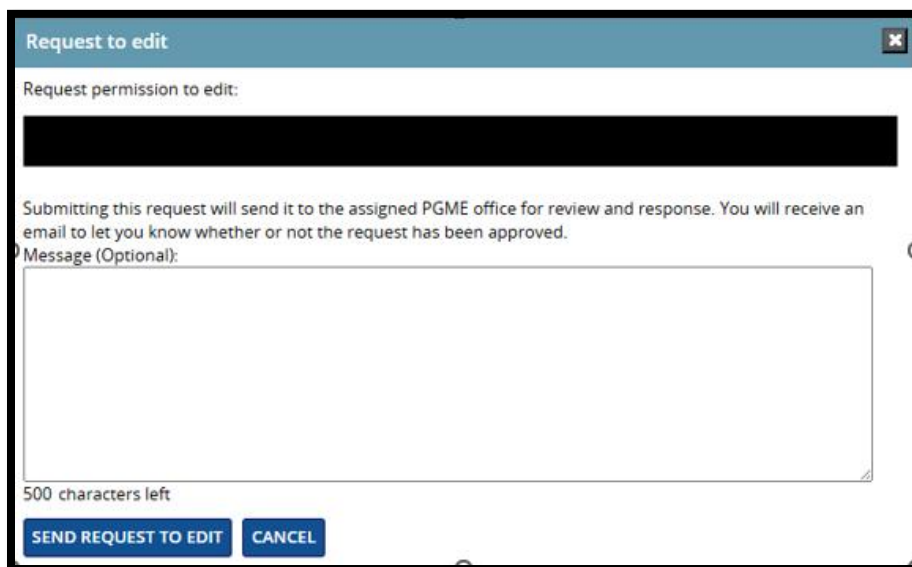
1. To edit an approved program description log into your [CaRMS Online](#) account and select **Program Descriptions** under your selected match.



2. Your list of available programs will be displayed. Find the program description you wish to edit and move your cursor over the pencil icon in the Action column and click **Request to Edit**.



3. A pop-up window will appear. Enter a description of what change you would like to make in the approved program description. Click **Send Request to Edit**.



**Request to edit**

Request permission to edit:

Submitting this request will send it to the assigned PGME office for review and response. You will receive an email to let you know whether or not the request has been approved.

Message (Optional):

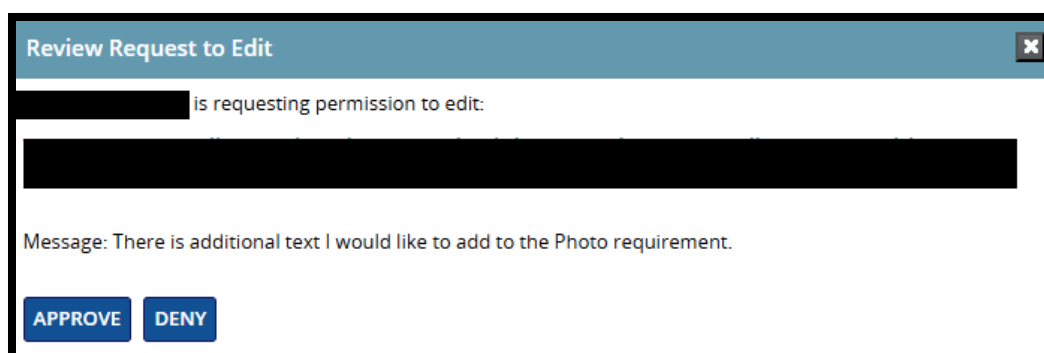
500 characters left

**SEND REQUEST TO EDIT** **CANCEL**

4. Your PGME office will be notified that you have requested a change to the approved program description, and the status of the program description will change to **Approved (Requested to edit)**.



5. The PGME office will review the request.



6. Once the request has been approved, the status of the program description will change to **Updates Needed** and you can proceed to edit the program description for re-approval.

## Post-match process and program descriptions

We offer a post-match process (PMP) after the Family Medicine/Enhanced Skills (FM/ES) match and after the second iteration of the R-1 Main Residency Match. This process allows unmatched applicants to submit their applications to programs that are still considering candidates, in their respective match, through CaRMS Online.

Available positions will be listed in the post-match process program descriptions.

- [What can be modified within program descriptions in the post-match process?](#)

## Additional resources

Need additional support? Connect with us through the following methods:

- Check out our self-serve Help Center for:
  - [Program directors and administrators](#)
  - [Postgraduate medical education offices](#)



- Send us a note at [communication@carms.ca](mailto:communication@carms.ca)
- Call us at 1 (877) 227-6742
- Live chat is available from within CaRMS Online during regular business hours.