

Clinical Assistant (CA) Pre-screening Process Overview

AHS offers a CA pre-screening process for International Medical Graduates (IMGs) who are interested in obtaining a position as a Clinical or Clinical/Surgical Assistant (CA) within AHS. In order to apply, individuals must submit an application form and all required documentation. Once the successful application is reviewed, the applicant will receive a letter indicating they have passed the pre-screening process, which must then be attached to the CV sent to any future applications for CA Postings on [AHS Careers](#).

CA Pre-Screening Process Eligibility Requirements

All applicants for the CA pre-screening process must meet the under-listed criteria. Please note items 3 to 6 must be shared via Physicians Apply - no exceptions.

1. **Eligibility to Work in Canada**

Applicants must possess eligibility to work in Canada. AHS does not provide immigration support for CA positions. Applicants must be able to legally work in Canada (e.g., Canadian citizens, permanent residents and individuals with open work permits).

2. **English Language Proficiency**

As a requirement for licensure by the College of Physicians and Surgeons of Alberta (CPSA), applicants must have taken one of the following English Language Proficiency examinations listed below:

- **International English Language Testing System (IELTS) academic version** – completed within the 24 months before application submission, achieving a minimum score of 7.0 in each of the four components in a single test.
- **The Occupational English Test (OET) medicine examination** – completed within the 24 months before application submission, achieving a minimum grade of B in each component in a single test.
- **The Canadian English Language Proficiency Index Program (CELPIP) general examination** – completed within the 24 months before application submission, achieving a minimum score of 9 in each component in a single test.

All test results in support of pre-screening applications must be certified (notarized) by a Notary Public or any other government authorized entity. Additional information on test results certification (notarization) is available on page 2 of the application form. The proof of English Language Proficiency requirement may be waived if an applicant is eligible for an exemption based on guidelines set out on the [CPSA](#) website.

3. **Medical Degree**

Applicants must be a graduate of a medical school located outside of Canada and the United States, listed in the Foundation of Advancement of International Medical Education and Research International Medical Directory.

4. **Medical School Transcripts**

Same requirements as medical degree above.

5. **Postgraduate Medical Education**

As a requirement for licensure by the CPSA, applicants must have undertaken a minimum or combined total of at least one full year of supervised hands-on training after completion of undergraduate medical education. This training must have been undertaken outside of Canada and the United States. Internship, residency, clinical rotations, housemanship, etc., generally tend to meet this requirement amongst many other supervised postgraduate hands-on training. Speciality training must show evidence of being hands-on and supervised for it to meet this requirement.

6. Medical Council of Canada Qualifying Examination Part I

Applicants must have passed the MCC Qualifying Exam Part 1 prior to application.

7. Currency of Practice

Applicants must provide evidence of being in discipline-specific postgraduate training or discipline-specific independent practice within the last three years. Please submit a resume demonstrating this condition is met when applying to Caprescreen@AlbertaHealthServices.ca

Application Process

Applications for the CA pre-screening process are accepted on an ongoing basis. Incomplete applications are denied. Applications are processed within four weeks, in the order they are received.

Once an application has been submitted, AHS will check to determine that:

- 1) the application package has been properly submitted (i.e. completed and duly signed application form, and certified (notarized) IELTS, OET or CELPIP test results), Resume; and
- 2) all supporting documents have been shared via the Physicians Apply portal. Supporting documents emailed with application package will not be reviewed; and
- 3) all documentation meets program requirements.

Applications packages are incomplete if any or all of the below applies:

- 1) the application package is missing required documentation;
- 2) all required documentation has not been shared via the Physicians Apply portal;
- 3) any documentation submitted does not meet requirements.

Upon successful application, a pre-screen letter will be issued which will indicate that the individual has met all the requirements necessary in order to apply for any AHS CA positions.

Pre-screen Letter Expiration and Renewal

The pre-screen letter will have an expiry date directly linked to the IELTS, OET or CELPIP test results date and also will be pending on the Currency of Practice (postgraduate training or discipline-specific independent practice within the last three years). The IELTS, OET or CELPIP test results must be current within 24 months in order to obtain licensure, the Currency of practice must be within 3 years whichever expiry is sooner will be the date listed on the prescreen letter.

A new IELTS, OET or CELPIP test result must be emailed, on or before the expiry of the current one, to avoid expiration of the pre-screen letter. These new test results must meet the original requirements. If the new test result is not received and the letter expires, the candidate's file will be closed. Consequently, the candidate will need to send in a new application package with the existing rules at the time of reapplying. It is therefore the responsibility of the individual to ensure that their pre-screen letter is up to date.

NOTE: As this pre-screen letter is provided by AHS, the letter may only be used for the purposes of applying to any open CA positions within AHS. This letter may not be used for any other purpose. Additionally, this letter does not guarantee that the CPSA will grant licensure, as their licensing procedures are beyond the control of AHS.

Protecting Personal Information

Personal information is only collected for the purposes of applying for the CA pre-screening process, and will only be viewed by physicians and AHS employees evaluating the application. Personal information is not disclosed to anyone else without written consent, unless authorized by the provisions of the [Personal Information Protection Act](#).

For more information about the CA pre-screening process, please check the [Frequently Asked Questions](#).