

1. **Contact CMPA re: License Number**

CMPA has a process whereby you must notify them of your College of Physicians & Surgeons of Saskatchewan (CPSS) license number that they assign you for Moonlighting/ICP. The Moonlighting/ICP license number may be a different one than has been assigned to you as part of being on the CPSS Educational Register.

Once you receive the license number assigned to you for Moonlighting/ICP purposes, you will need to contact CMPA at 1-800-267-6522 and report that number to them. For identification purposes, please have your CMPA membership number ready when you call. CMPA will not cover you for the appropriate Moonlighting/ICP coverage until you have reported the license number assigned.

2. **Contact Health Region to arrange for Temporary Privileges**

As soon as possible, contact the appropriate health region to arrange for temporary privileges within that district (ie: Saskatoon Health Region at 655-0194 or Regina Qu'appelle Health Region at 306-766-0727, etc). You are responsible for providing any documents they require. Please ensure all is in order with the health region before you begin your Moonlighting/ICP shifts.

3. **Provide Postgrad Office with Moonlighting/ICP Shifts**

This Moonlighting/ICP approval is based upon a requirement that you provide the Postgrad Office (Attention: Jennifer Dybvig – fax to 966-5224 or e-mail to jennifer.dybvig@usask.ca) with accurate monthly copies of your Moonlighting/ICP schedules/shifts.

4. **Note dates for renewing your Moonlighting/ICP Privileges**

Moonlighting/ICP approval is for six months at a time. Renewal requests are due in the Postgrad office, complete with signatures and practice plan, by September 15 for the November 1 – April 30 term, and by March 15 for the May 1 – October 31 term. If you miss the deadlines noted this may result in loss of privileges for the next six-month period.