

Overview of the CA Pre-Screening Process

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 that 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](#).

Eligibility Requirements

All applicants for the *CA Pre-Screening Process* must meet the following criteria:

1. **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 (FAIMER) International Medical Directory (IMED).
 2. **Postgraduate Medical Education (PGME):**
As a requirement for licensure by the College of Physicians and Surgeons of Alberta (CPSA), applicants must have completed at least one full year (e.g. May 1st to April 30th) of hands-on training after having obtained his/her medical degree, no exceptions.
 3. **English Language Proficiency:**
As a requirement for licensure by the College of Physicians and Surgeons of Alberta (CPSA), applicants must have taken the International English Language Testing System (IELTS) in Canada with minimum required scores of 7.0 in each of the components within 24 months prior to registration.
 4. **Medical Council of Canada Qualifying Examination Part I (MCCQE1):**
Applicants must have passed the MCC Qualifying Exam Part 1 prior to application.
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Application Progression

Applications for the *CA Pre-Screening Process* are accepted on an ongoing basis. Incomplete applications are not accepted, no exceptions. Applications are processed within 4 weeks, in the order they are received.

Once you have submitted your application, AHS will check to determine that:

- 1) The application package has been properly submitted; and
- 2) All documents have been shared via the Physicians Apply portal; and
- 3) All documentation meets program requirements.

Applications packages are incomplete if:

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

Upon successful application, a Positive Pre-Screen Letter will be provided which will indicate that the individual has all the requirements necessary in order to apply for any AHS CA Positions. This letter will have an expiry date directly linked to the IELTS test results date; these results must be current within 24 months in order to obtain licensure, so the letter will only be valid so long as the IELTS test results are valid.

If an applicant would like to obtain an updated Positive Pre-Screen Letter, the individual must email a new IELTS test result before the previous letter expires. These new test results must be certified and must meet requirements. If the new test results are not received within this timeframe, the individual will need to reapply in future to obtain a new Positive Pre-Screen Letter. It is the responsibility of the individual to ensure that his/her Positive Pre-Screen Letter is up-to-date and that new IELTS test results are sent in on time, when appropriate.

NOTE: As this Positive 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. This letter also does not guarantee that the CPSA will grant licensure, as their licensing procedures are beyond the control of AHS.

Protecting Your Information

Your 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 who will evaluate your application. Your information is not disclosed to anyone else without your written content, unless authorized by the provisions of the [Personal Information Protection Act](#).

For more information, please check out our [Frequently Asked Questions](#).