

Chair's letter in support of registration & agreeing to supervision

Sample letter for CPSO

The following elements must be included:

- **Paragraph outlining appointment type, rank and start/end dates:**
Dr. XXX is in the process of applying for a certificate of registration authorizing academic practice. S/he has accepted an academic appointment as a RANK within the Department of XXX, Division of XXX effective DATE.
- **Paragraph(s) re: reason for requesting academic registration.**
i.e. training experience, academic background, skills/techniques s/he will bring to local community.
- **Paragraph(s) re: Clinical scholarly activities.**
i.e. where located, scope of practice, educational activities
- **Paragraph re: Supervision. The following statement must be included:**
I agree to arrange for objective assessments of Dr. xxx clinical performance and will submit objective reviews of his/her academic performance to the Registration Committee annually. (Note: if this has been delegated from the Chair to someone else – it must be very clear in the letter who will be responsible for submitting these reports and also why this has been delegated.)

The signed letter should be scanned and emailed to the registration committee at CPSO. The regcomm email is set up to automatically respond to confirm receipt of the letter.