

Thank you for your interest in working at Vancouver Coastal Health. Below are the instructions for the online application process using the Provincial Practitioner Credentialing and Privileging System, AppCentral.

ONLINE APPLICATION PROCESS



Do not use a tablet or smart phone. AppCentral is not fully functional on those devices.

Medical Affairs will be sending out two emails to initiate your application for appointment process.

1. The **first email** will contain instructions for the credentialing and AppCentral processes and will provide you with documents for completion as well as your **Credentialing & Privileging (CACTUS) CPID**. You will require the CPID and your date of birth for verification purposes in order to access your credentialing forms for the first time in AppCentral.
2. The **second email** from noreply@bcmqi.ca is the invitation generated from AppCentral and contains the link for you to use to set up a user account and access your electronic credentialing process. **You may have to WAIT up to 30 minutes after receiving the invitation email for all required documents to upload to your AppCentral account.** Check your junk mail folder if you cannot find the email invitation in your inbox.

If you are new to BC or have not previously created an AppCentral account through another Health Authority in BC, you will need to create an **AppCentral ID “username”** (such as your email address, for example) and **password**. Save this for future reference.



If you have already used AppCentral at another Health Authority, you must use your existing AppCentral ID and password.

UPLOAD THE REQUIRED ATTACHMENTS

Once you’ve logged into AppCentral and are in the Application form, it is recommended that you **UPLOAD** the required attachments **first**

! Size limit: 4 MB per PDF document

Have the following scanned PDF copies ready to upload (if you have not already provided it to Medical Affairs):

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| 1. Current Registration with the College of Physicians & Surgeons of BC | Copy of certificate
NOTE: This is only required if you do not have a full license. |
| 2. Education Certificates | Undergraduate, Postgraduate, MD, Royal College Specialist or equivalent |
| 3. Curriculum Vitae | Including education history, work history, publications & special areas of competency/interest |
| 4. Photo | Self-picture following Photo ID guideline |
| 5. Institutional Request for a Certificate of Professional Conduct | Your completed form must be returned to Medical Affairs for submission to the College. |
| 6. Immigration Documents | If applicable, work permit, permanent residency status, labour market assessment. |

AFTER SUBMITTING YOUR APPLICATION PACKAGE

Once your complete application is received and accepted by Medical Affairs, it takes approximately **6 weeks to process**. This includes return of all requested documentation, completion of courses and obtaining external documents from your Regulatory College, Malpractice Insurance provider and your references, as well as securing review and approval of privileges by Medical Leaders. You will receive an email from our office with an effective date once privileges are in place and you can start working.

CONTACT INFORMATION

If you have any problems or questions related to the online system, please contact medicalstaffcredentialing@vch.ca.

If you have questions related to your application for appointment, please contact the appropriate individual listed at our [CONTACT US](#) page.