

International Association of Medical Regulatory Authorities (IAMRA)

Template Memorandum of Understanding on the Exchange of Certificates of Good Standing and/or Certificates of Current Professional Status

Memorandum of Understanding (MoU) dated [DATE] day of [MONTH] [YEAR]

Between

- (1) [REGULATOR] of [ADDRESS]; and
- (2) [REGULATOR] of [ADDRESS];

(each referred to as a Regulator and together referred to as the Regulators).

1. Introduction

- 1.1. The Regulators, both being the competent authorities for the regulation of medical doctors, wish to enter into a co-operative relationship for the purpose of facilitating the mutual exchange of Certificates of Good Standing and/or Certificates of Current Professional Status as appropriate.
- 1.2. This MoU sets out below the principles by which the Regulators agree to carry out such activities.

2. Definitions

In this MoU the following terms shall have the meanings ascribed:

“Applicant”	a person applying to be registered by a Regulator;
“CCPS”	Certificate of Current Professional Status;
“CGS”	Certificate of Good Standing;
“Certificate”	a CGS or CCPS as applicable;
“the Certifying Regulator”	the Regulator asked to provide a CGS or CCPS (as applicable);
“the Registering Regulator”	the Regulator requesting provision of a CGS or CCPS (as applicable);
“the Prescribed Information”	the information prescribed in Annex 2 ;
“working day”	any day except weekends, public holidays and other non-working days.

3. Term

The MoU will commence on [DATE] and will continue until terminated by a Regulator at any time by giving two month's prior written notice to the other Regulator.

4. Requesting a Certificate

Request by applicant

- 4.1. Where an Applicant requests a Certificate from and, where applicable, pays the prescribed fee to the Certifying Regulator, the Certifying Regulator shall provide a copy of the Certificate to the Registering Regulator in accordance with paragraph 5.

Request by registering regulator

- 4.2. Where the Registering Regulator requests a Certificate from the Certifying Regulator:
 - 4.2.1. the Registering Regulator shall be responsible for obtaining the Applicant's prior written authorization for provision of the Certificate and shall provide written confirmation of that authorization to the Certifying Regulator;
 - 4.2.2. on receiving written confirmation of the Applicant's prior authorization, the Certifying Regulator shall advise the applicant regarding payment of the prescribed fee, if required;
 - 4.2.3. on receiving the prescribed fee, the Certifying Regulator shall release the Certificate to the Registering Regulator in accordance with the time scales identified at paragraph 5 below.
- 4.3. The Registering Regulator must request a Certificate from the Certifying Regulator by sending an encrypted email request to Certifying Regulator's designated mailbox(es) which are:
 - 4.3.1. for the [REGULATOR], [INSERT]
 - 4.3.2. for the [REGULATOR], [INSERT].
- 4.4. Both Regulators agree to make requests using the format at [Annex 1](#) to this MoU.

5. Receiving a Request for a Certificate

- 5.1. Both Regulators agree to check their respective designated mailbox(es) each working day in their respective countries.
- 5.2. Within five working days of receiving a request from an Applicant or from the Registering Regulator (as the case may be), the Certifying Regulator shall search the register it maintains and:

- 5.2.1. confirm to the Registering Regulator that a Certificate can be issued and provide prescribed information in accordance with paragraph 6.4; or
- 5.2.2. confirm to the Registering Regulator that a Certificate cannot be issued and provide further information in accordance with paragraph 6.5.
- 5.3. Where the Certifying Regulator cannot reasonably respond to a request within five working days it shall acknowledge receipt of the request, outline the reasons why the request cannot be addressed within five working days and provide a date by which the Registering Regulator may expect a response.
- 5.4. Where a Certificate can be issued, the Certifying Regulator shall provide the Prescribed Information by providing either:
 - 5.4.1. an electronic copy of the Certificate produced by the Certifying Regulator's registration system which contains the Prescribed Information; or
 - 5.4.2. an email listing the Prescribed Information and an electronic copy of the Certificate as an attachment.
- 5.5. Where a Certificate cannot be issued, the Certifying Regulator shall provide information about the Applicant's registration status to the extent permitted by applicable privacy legislation and procedural rules.
- 5.6. The Certifying Regulator shall ensure that any information provided to the Registering Regulator in accordance with this paragraph 6 is encrypted or provided through password protected PDFs.

6. General

- 6.1. Either party may amend this MoU at any time with the prior written consent of both parties.
- 6.2. The parties to this MoU shall not be deemed to be in breach of this understanding or otherwise liable to any other party for any failure or delay in performing or initiating the activities proposed in this MoU.
- 6.3. This MoU records the understanding between the parties and is not intended to be a legally binding document and shall not be enforceable in any Court of Law.

Signed:	[NAME] [POSITION] [REGULATOR]
Date:	
Signed:	[NAME] [POSITION] [REGULATOR]
Date:	

Annex 1

Format of Email Request

The Registering Regulator shall provide the following information in its request to the Certifying Regulator:

1. Unique reference or registration number as appropriate (if known);
2. Family name;
3. Other names;
4. Primary medical qualification (including year and university);
5. Date of birth (if known);
6. Postgraduate qualification or confirmation that the Applicant is on the specialist register and area of specialty (if known);
7. If applicable, confirmation of the Applicant's prior written authorization in accordance with paragraph 4.2.1.

Annex 2

Prescribed Information

1. The Certifying Regulator shall provide confirmation of the following:
 - 1.1. that the Applicant is not the subject of any pending or open complaint or charge before the Certifying Regulator, to the extent permitted by applicable privacy legislation and procedural rules;
 - 1.2. that the Certifying Regulator has not found the Applicant's fitness to practice to be impaired whether by reason of unprofessional conduct or deficient professional performance;
 - 1.3. that the Applicant is not subject to any current order of discipline involving revocation, suspension or probation that the Certifying Regulator is aware of;
 - 1.4. that the Applicant has not been found guilty of any criminal act that the Certifying Regulator is aware of which may be relevant to a registration and/or licensing decision;
 - 1.5. that the Certifying Regulator is not aware of any record of a malpractice judgement, award or settlement involving the Applicant;
 - 1.6. that the Certifying Regulator is not aware of the Applicant having had hospital privileges revoked or suspended;
 - 1.7. that the Applicant is not currently subject to competence or health review or monitoring by the Certifying Regulator;