STEP-BY-STEP INSTRUCTIONS:

HOW TO SUBMIT AN APPLICATION REQUEST FOR SPECIALTY RECOGNITION ON THE ISRAELI MEDICAL ASSOCIATION PORTAL

INTERNATIONAL MEDICAL ALIYAH PROGRAM

המועצה המדעית
SCIENTIFIC COUNCIL
ההסתדרות הרפואית בישראל
Israeli Medical Association

חינוך רפואי זו ההתמחות שלנו

INTERNATIONAL MEDICAL ALIYAH PROGRAM

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HOW TO SUBMIT AN APPLICATION REQUEST FOR SPECIALTY RECOGNITION ON THE ISRAELI MEDICAL ASSOCIATION PORTAL

Foreign-trained physicians with a specialty are strongly encouraged, in addition to applying for a medical license from the Ministry of Health, to apply for recognition of their specialty from the Scientific Council of the Israeli Medical Association (IMA). We encourage doctors to apply for their specialty recognition within 1-2 years of their planned Aliyah. Please note that a decision letter from the IMA is valid for 5 years.

To submit the application please visit the IMA portal (scan the QR here)

For your convenience, we've provided a step-by-step guide for registering and submitting your documents.

- Only after all sections are completed the application can be submitted to the IMA for review.
- Fields with an asterisk are mandatory. If there's a required document which isn't relevant to you, please create a Word document that contains the words "This document isn't relevant to me." and upload that in its place.
- Any document that is originally in English, does not need translating or notarizing.

<u>There are two options for saving the information that you submit:</u>

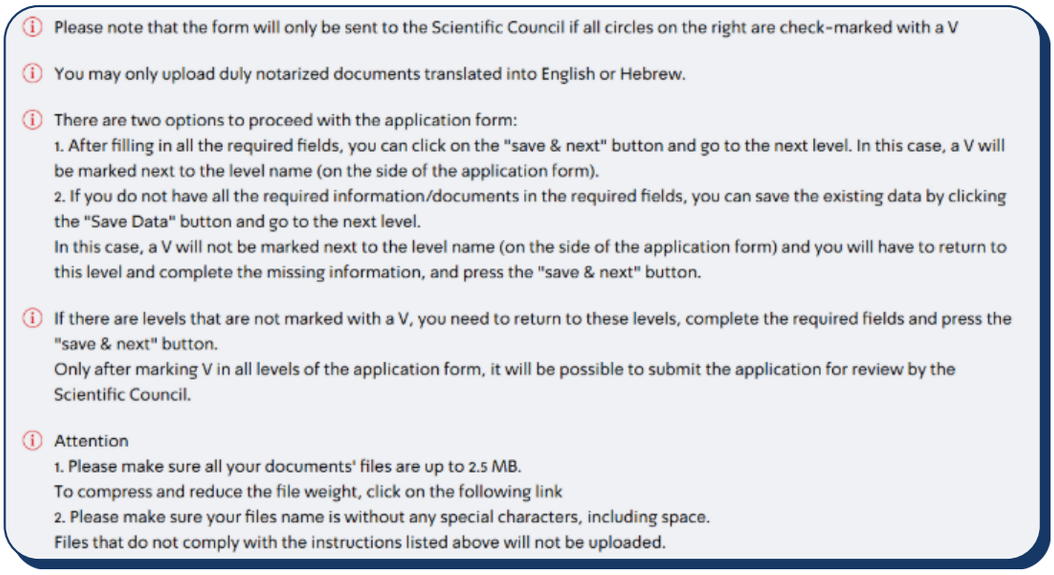
1. After completing all the mandatory fields, you can click the «Save and Continue» button to proceed to the next section of the application. In this case, the section will be ticked next to the name (on the side of the form).
2. If you do not have all the necessary information/documents for the mandatory fields at the time you are working on the portal, you can save your progress by clicking the «Save Data» button and move on to the next section. In this case, the section will not be ticked, and you will need to return later to complete the missing information and click «Save and Continue.»

- If there are unticked sections, it is necessary to return to them and complete all the missing information in order to submit the request to the IMA. Only after all sections are ticked can the application be submitted for review by the IMA

IMPORTANT :

1. You may be required to compress and reduce the size of the files you upload. Use whatever tool best suits your needs. Many applicants have been successful with: **https://www.ilovepdf.com/compress_pdf.**
1. Make sure your file names do not contain any special characters, including spaces. Files that do not comply with these guidelines cannot be uploaded.

You will find this information on the portal towards the bottom of the 'introduction' section.



Please note that the form will only be sent to the Scientific Council if all circles on the right are check-marked with a V

You may only upload duly notarized documents translated into English or Hebrew.

There are two options to proceed with the application form:
1. After filling in all the required fields, you can click on the "save & next" button and go to the next level. In this case, a V will be marked next to the level name (on the side of the application form).
2. If you do not have all the required information/documents in the required fields, you can save the existing data by clicking the "Save Data" button and go to the next level.
In this case, a V will not be marked next to the level name (on the side of the application form) and you will have to return to this level and complete the missing information, and press the "save & next" button.

If there are levels that are not marked with a V, you need to return to these levels, complete the required fields and press the "save & next" button.
Only after marking V in all levels of the application form, it will be possible to submit the application for review by the Scientific Council.

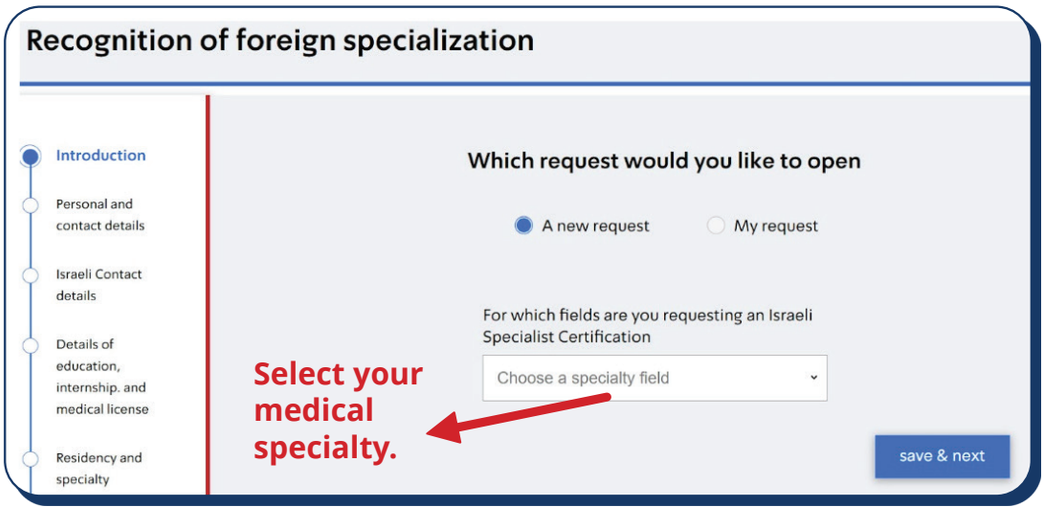
Attention
1. Please make sure all your documents' files are up to 2.5 MB.
To compress and reduce the file weight, click on the following link
2. Please make sure your files name is without any special characters, including space.
Files that do not comply with the instructions listed above will not be uploaded.

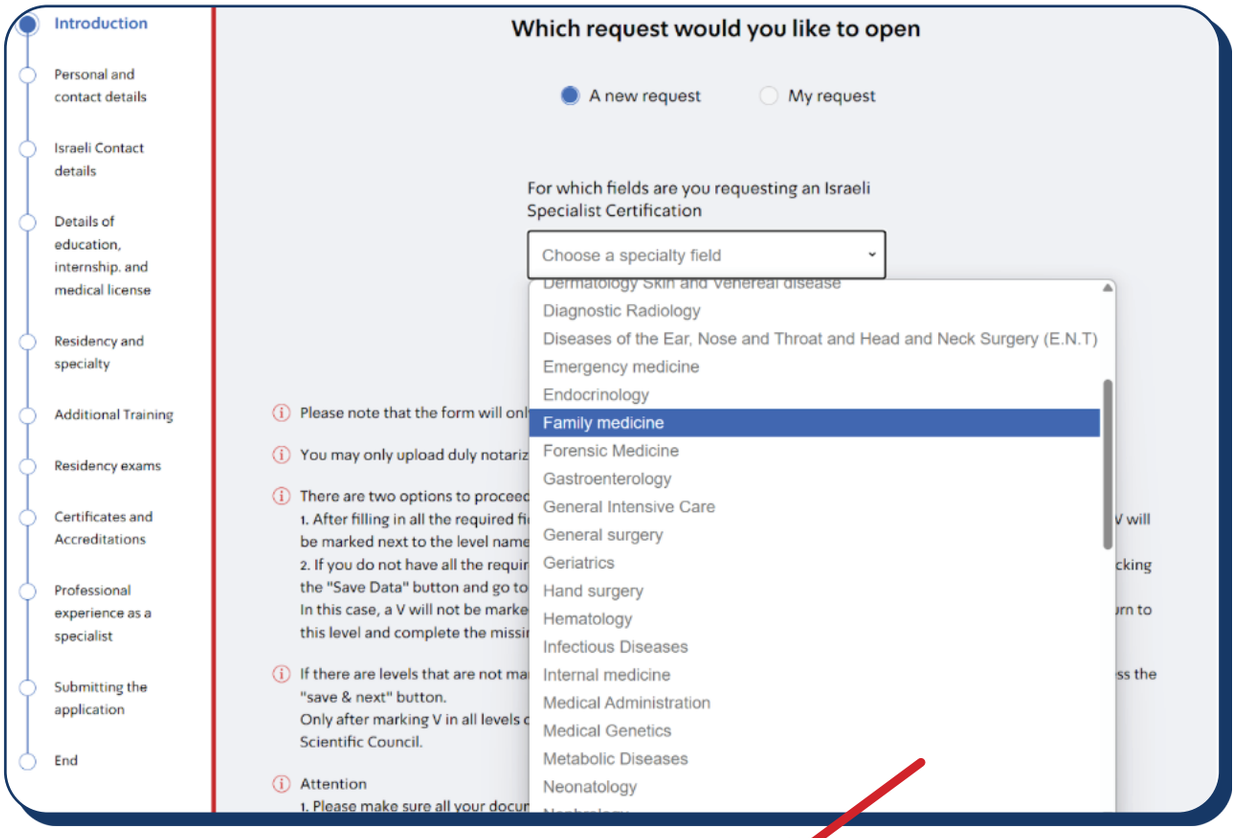
NEW USER REGISTRATION

IMPORTANT!

If you have two specializations for which you wish to apply for recognition, you must submit two separate applications under the same profile. To do this, log in to your existing profile and open a new application.

1. NEW APPLICATION



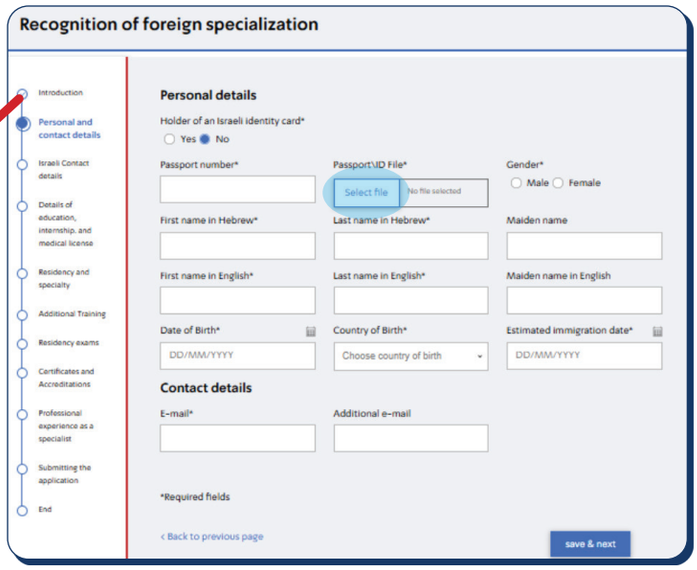


Family Medicine was selected for this example.

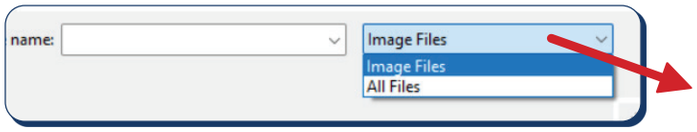
Click Save & Next to proceed to the next step.

2. PERSONAL DETAILS

ISRAELI CITIZEN – YES/NO



PLEASE NOTE :
The first section is marked with a √ to indicate that all information has been completed.

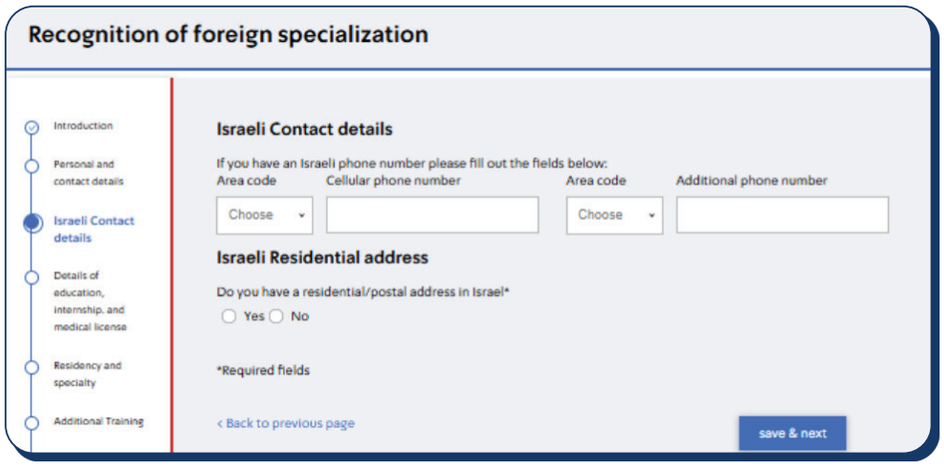


= Upload the file here

To view your PDF, please choose "All Files" - repeat this for every "Select File" in the following sections.

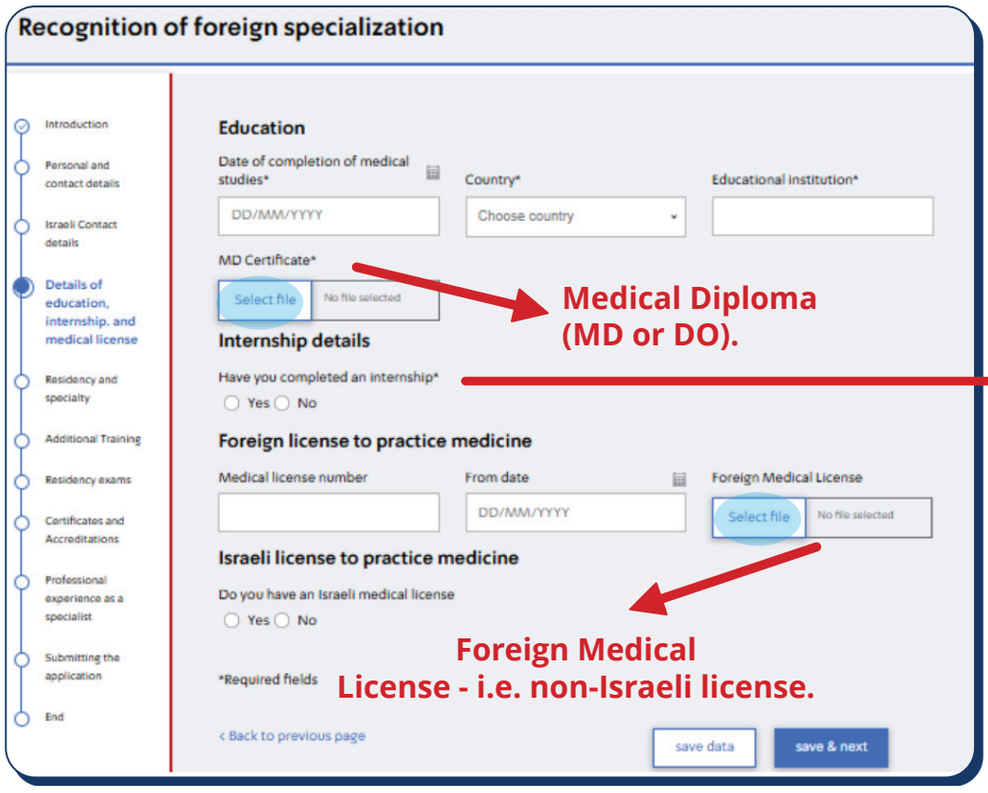
3. ISRAELI CONTACT

Please provide the information of a contact in Israel (family or close friend).



After clicking "Save & Next," you will receive an email from the IMA with your new login information. Once you get the login info you can log in to continue your application and save your progress.

4. EDUCATION, INTERNSHIP (FOUNDATION PROGRAM), AND MEDICAL LICENSE/REGISTRATION



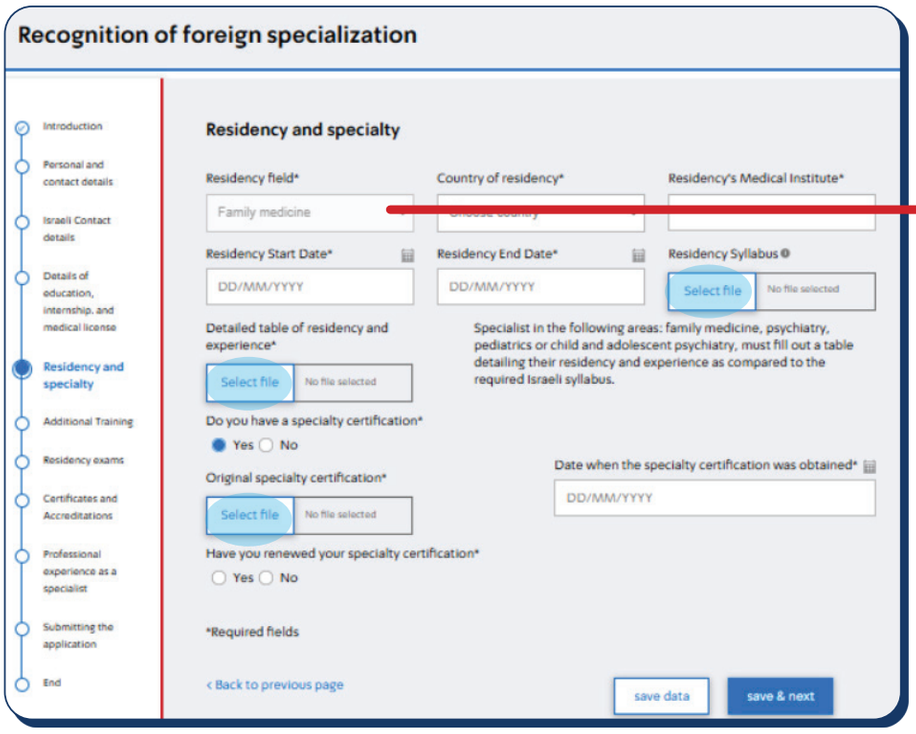
Medical Diploma (MD or DO).

i.e. Foundation Programme.

Foreign Medical License - i.e. non-Israeli license.

5. SPECIALTY TRAINING

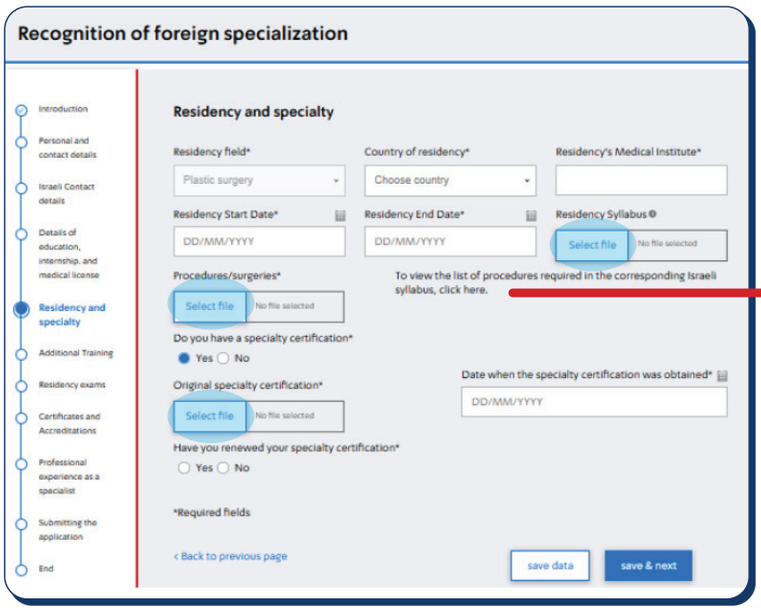
Case 1: Specialists in the fields of family medicine, psychiatry, pediatrics, or child and adolescent psychiatry must complete a table detailing their residency and professional experience relative to the equivalent Israeli specialty track.



Please click on the name of your specialty in order to obtain the corresponding table.

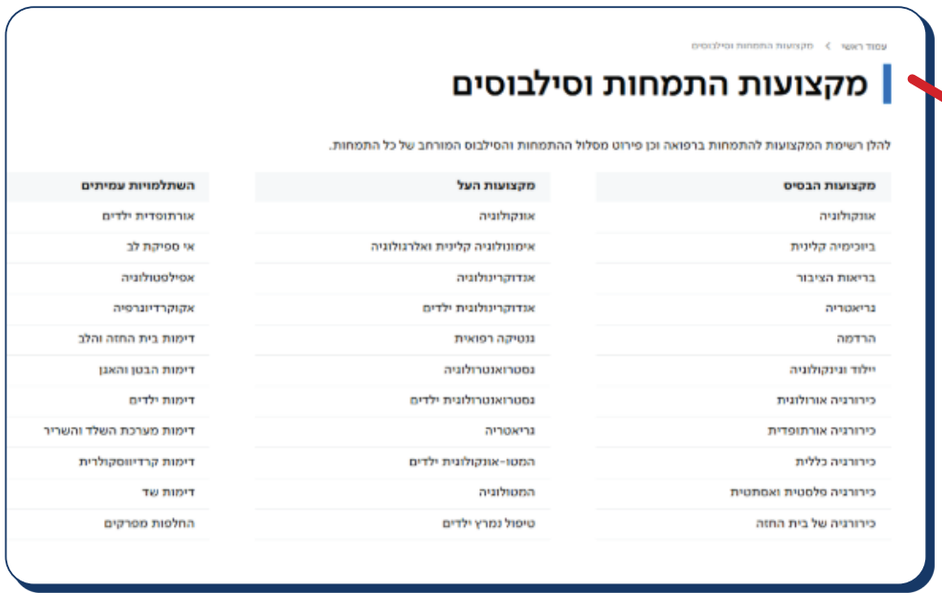
Residency Syllabus: If this contains multiple documents, please compress them into a single document. Many applicants have had success with ilovepdf.com: https://www.ilovepdf.com/compress_pdf.

Case 2: If this message appears (for specialists in surgery, radiology, ophthalmology and others): Press "click here" to review the Israeli standards of procedures/surgeries for your specialty and fill in your experience as relevant.



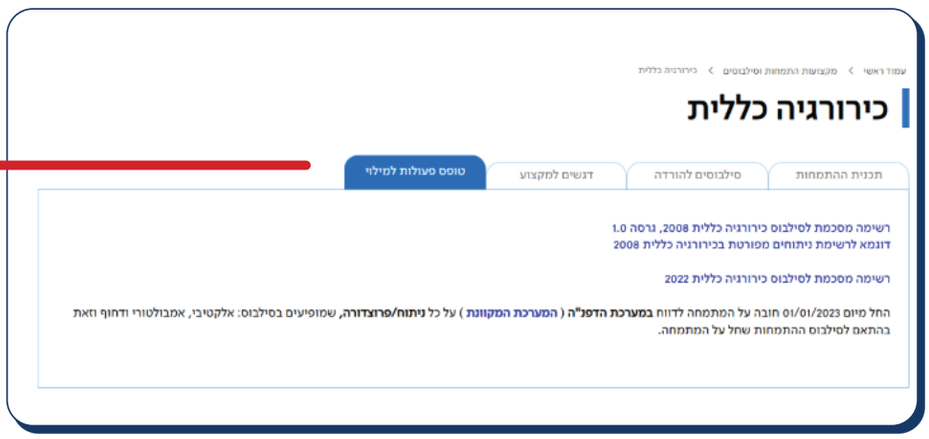
Clicking here will take you to the list of required procedures on the IMA's website.

5. SPECIALTY TRAINING (CONTINUED)



Please click on the corresponding specialty (in this example we chose general surgery).

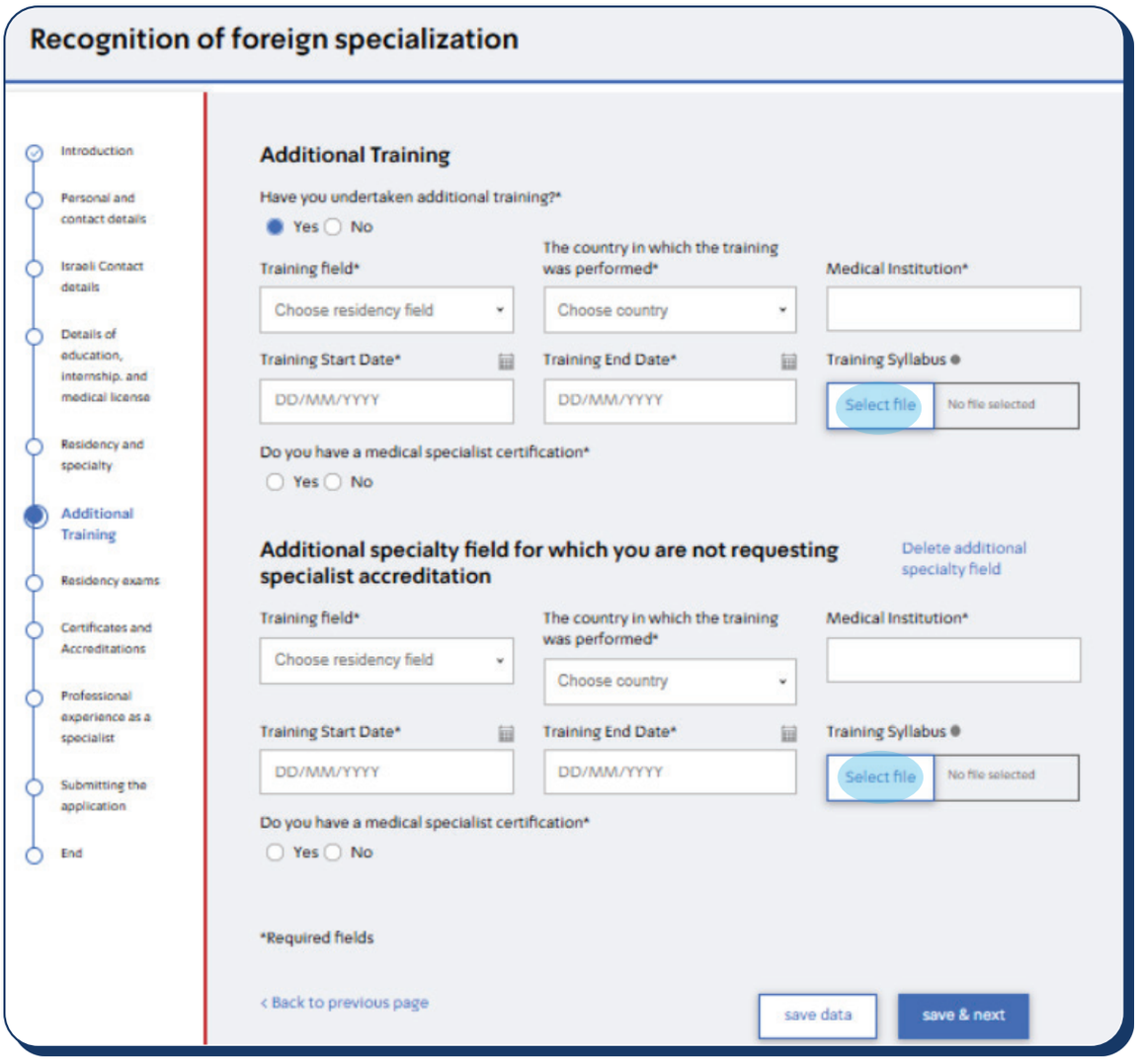
Please click on the blue tab to the far left and select the most recent syllabus, which you can download.



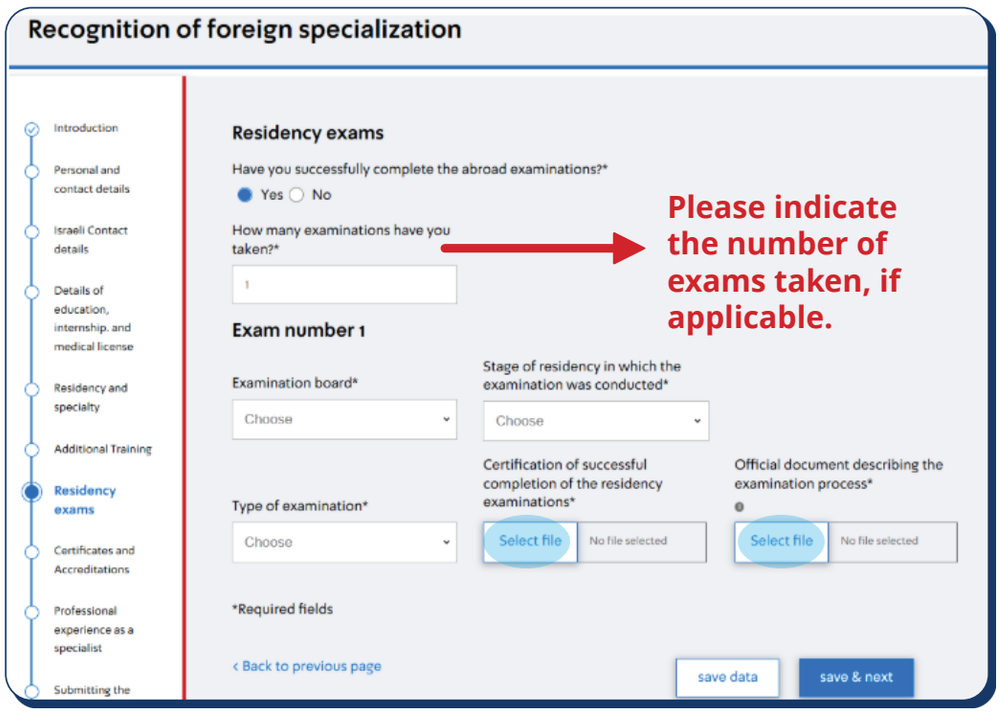
Case 3: For other specialties, follow the procedure detailed on the portal.

6. ADDITIONAL TRAINING

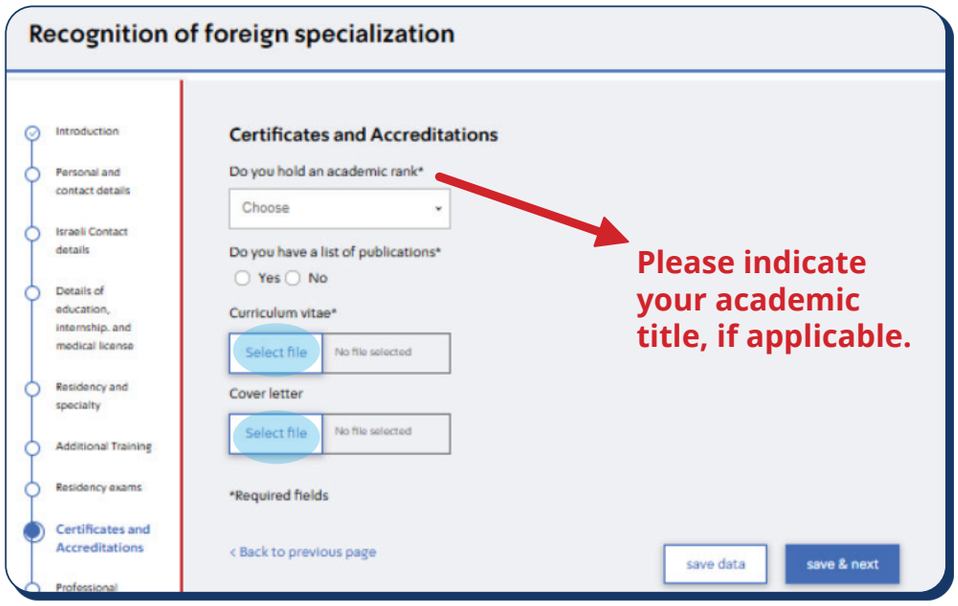
Here you can list any additional training you completing during or after your residency.



7. SPECIALIST EXAMINATIONS



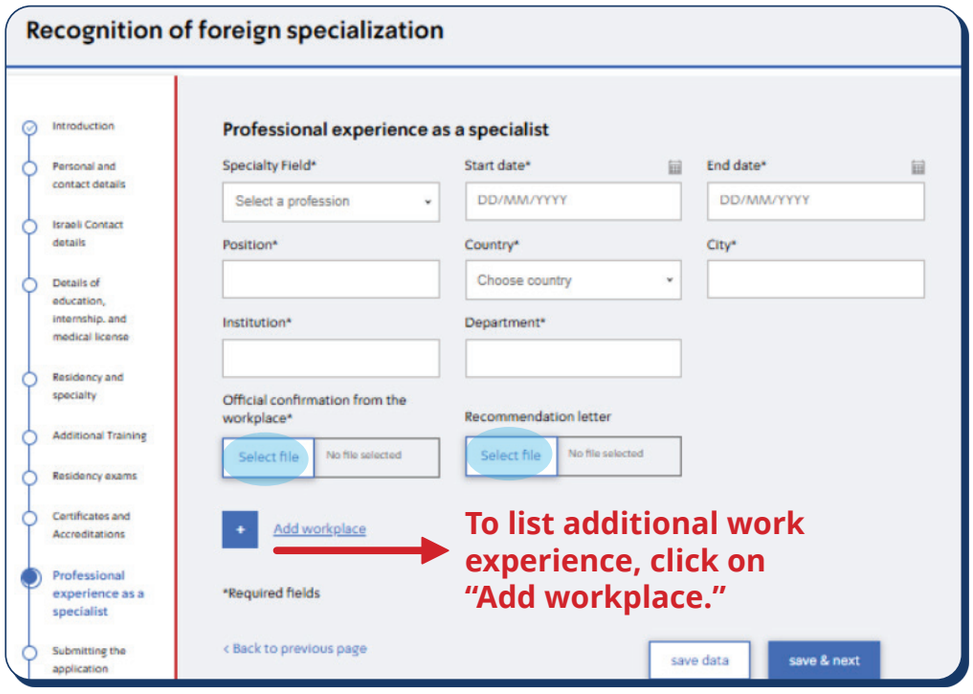
8. CERTIFICATES AND ACCREDITATIONS



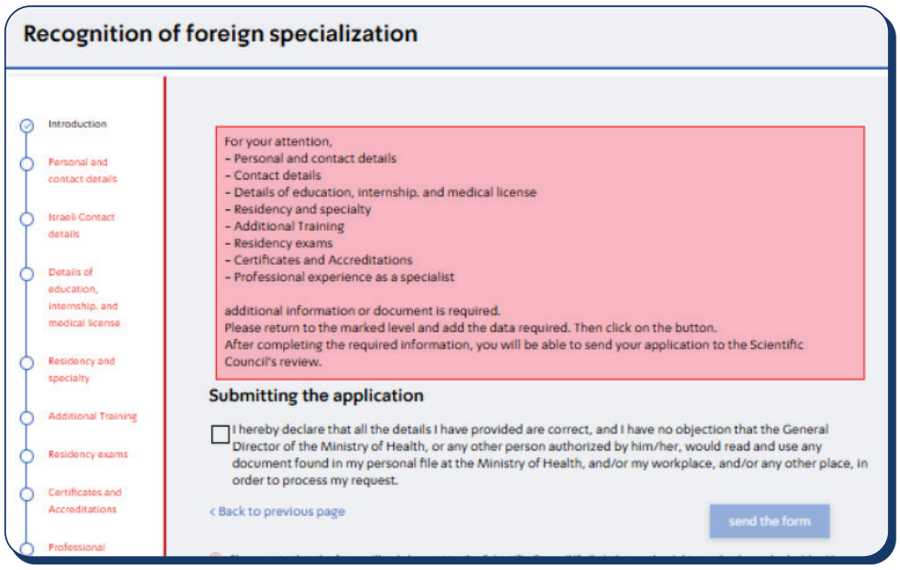
Cover letter:
A clear and concise letter addressed to the Scientific Council explaining in detail the reasons for the request. Specify specialization(s) for recognition.

9. PROFESSIONAL EXPERIENCE AS A SPECIALIST

You can list up to five locations of current and prior employment.



10. SUBMIT THE REQUEST



Please Note:
You won't be able to submit your application if there are fields that are left incomplete. If more information is required, this will be indicated in a red box. Please return to these sections and complete the missing information, then press "Save and continue." Once you've completed filling out the data, you can submit the application to the Scientific Council for review.

If there's a required document which isn't relevant to you, please create a Word document that contains the words "this document isn't relevant to me" and upload that in its place.

11. CONFIRMATION OF REQUEST SUBMISSION

Your request has been sent. Thank you!

A confirmation containing details of your open application will be sent to you by e-mail.

12. EXAMPLES OF EMAILS FOLLOWING REQUEST SUBMISSION

Saving and continuing your progress: click on the link to return to your IMA application.

Dear Dr. _____

The information you filled out in the Application for Recognition of a Specialty Completed Abroad is saved.
You may continue updating the Application using the following link

Only after filling out all the required information, you may send your application to be reviewed by the Scientific Council.

Sincerely,
The Scientific Council of the IMA

Confirmation of request submission: click on the link to track your application status and view correspondence from the IMA.

Dear Dr. _____

Your application for recognition of foreign specialization in Cardiology was submitted to the Scientific Council's review.
To review your application status, please logon here

Sincerely,
The Scientific Council of IMA