

Information and Guidance Notes for Completion of the Application Form

This notice must be read before completing the application form. Please ensure that the **checklist** is completed and signed before submitting your application

General Information

Curriculum Vitae (CV) Template: The application form must be accompanied by a full CV using the template which is on the College website. It is essential that this template is followed closely. The completed CV must contain clear and concise information on **training** including the time spent in each discipline of pathology, and on the **level and scope of employment** during training and since obtaining the specialist qualification.

English Language Proficiency: The applicant must supply a compliant certified copy of the results of an English language test before the College will start the process of assessment of comparability. The College follows the guidelines of the Medical Board of Australia with regard to English language proficiency: <http://www.medicalboard.gov.au/Registration-Standards.aspx>

Fees: The applicant is required to pay the Initial Application Fee in addition to the Determination Fee at the time of application. If applying for more than one discipline **two determination fees** are required at the time of application. You are only required to pay one application fee.

Incomplete Applications: Applicants must supply all the documentation as detailed in the Checklist. If a document is not available at the time of submission the candidate must indicate this in the appropriate Section of the Checklist and give an estimation of when it will be available. It is advised not to submit an incomplete application if the missing documentation is key to the College making an assessment.

However, if an applicant has just failed to send documentation, an incomplete application fee will be charged and the process of assessment of comparability will not begin until both the document and the fee is received. If the missing documentation is not received within 6 months the application will be returned with your determination fee. The application fee will be retained. If applicants decide to re-apply at a later date a further application fee is required.

Recency of Practice: The College when assessing applications works within the framework of the Medical Board of Australia's guidelines on Recency of Practice. To ensure individuals are able to practice competently and safely applicants must have recent practice in the discipline for which they are applying. The specific requirements for recency depend on the field of practice, level of experience and where applicable the length of absence from working within the discipline. <http://www.medicalboard.gov.au/Registration-Standards.aspx>

Specialist Registration in your Country of Origin: Applicants must supply evidence of specialist registration. If the applicant does not have current specialist registration in their country of origin it must be explained why this is the case.

Verification of Qualifications through the ECFMG if not already obtained: The College will not start the process of assessment of comparability if the candidate has not applied to the AMC for verification of their primary and specialist medical qualifications through the ECFMG and/or have not supplied certified copies of any ECFMG verification.

DISCIPLINE-SPECIFIC GUIDANCE

Please refer to the Trainee Handbooks before completing the application form. The appendices of all the Handbooks identify activities which are included within the RCPA training program. All applicants' training will be compared to the RCPA training programs in both content and duration.

<http://www.rcpa.edu.au/Trainees/Curriculum>