

OVERSEAS TRAINED SPECIALISTS WHO WISH TO JOIN THE COLLEGE AS AN AFFILIATE MEMBER

INTRODUCTION

If you wish to join the Royal College of Pathologists of Australasia (RCPA) as an Affiliate member you must formally apply on the appropriate form and be assessed by the Board of Directors. You may then access the Members section of the website and the Continuing Professional Development Program (CPDP).

STEP 1 APPLY TO THE RCPA ON THE REQUIRED APPLICATION FORM AND SUPPLY SUPPORTING DOCUMENTS

Please go to the public access part of the RCPA website
<https://www.rcpa.edu.au/About/Member-Types>

Scroll down to **Affiliate** and select [Affiliate Membership](#) for the Affiliate application form (on page 3) and download to complete

- Please complete, sign and send with supporting documentation to the, Overseas Trained Specialist Administrator (OTSA) at the College by post.
- Certification of your documents can be actioned by a Justice of the Peace, Notary or any Doctor

STEP 2 APPLICATION IS SUBMITTED TO THE NEXT BOARD OF DIRECTORS COMMITTEE MEETING

- The OTSA submits the application to the next Board of Directors Meeting.
- The OTSA will inform you of the date of the next Board of Directors meeting.

TIME: *This step is dependent on Board of Directors meeting dates.*

STEP 3 FORMAL NOTIFICATION OF OUTCOME OF APPLICATION TO BOARD OF DIRECTORS

IF SUCCESSFUL

- The OTSA liaises with the Finance Department to issue a Tax Invoice for two thirds of the current fellowship membership rate
- The OTSA sends a formal letter to the applicant noting approval and enclosing the Tax Invoice

TIME: *This usually takes a week after the Board of Directors Meeting.*

IF UNSUCCESSFUL

- Candidates who do not fulfil the criteria are informed by AOTS and given the reason.
- Additional documentation or information is requested from the applicant and submitted to the next Board of Directors Meeting

- A formal letter will be sent to the applicant informing them of whether or not they have been approved as an Affiliate member as a result of the review of the additional documentation by Board of Directors

TIME: *This step is dependent on the dates for Board of Directors Meeting.*

STEP 4 AFFILIATE PROVIDES PAYMENT TO THE TAX INVOICE

- Once the Tax Invoice has been paid the OTSA sends a second formal letter detailing how to access the Members section of the website

TIME: *This can take several weeks and it would be helpful if the applicant informs the AOTSA that payment has been made*

An annual renewal letter and Tax Invoice will be sent to maintain current Affiliate membership of the College

COLLEGE POLICY DOCUMENT

The formal College policy on this area is also available on the public access part of the RCPA website under [Affiliate Membership](#).

THE MANAGEMENT TEAM

Headed by the CEO, Dr Debra Graves, the Team is available to assist you. Please do not hesitate to contact the Management Team for information, advice, guidance or support. Contact details for RCPA staff you will be dealing with most, are listed below.

Postal and Location Address

The Royal College of Pathologists of Australasia
Durham Hall
207 Albion Street
Surry Hills NSW 2010
Australia

Phone

The Telephone number to contact reception is +61 2 8356 5858. Staff phone extensions are all 8356 5xxx (last 3 digits change).

Fax

The Fax number is +61 2 8356 5828

Website

www.rcpa.edu.au

Email

The general email address is rcpa@rcpa.edu.au

Staff Member	Ext	E-mail	Title
Graves, Debra	830	debrag@rcpa.edu.au	CEO
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Gunawan, Novita	833	exams@rcpa.edu.au	Examinations Officer
Yang, Christine	825	bea@rcpa.edu.au	Assistant - Operations

Office Holder	Ext	E-mail	Title
Lambie, Neil	852	registrar@rcpa.edu.au	Registrar – Board of Education and Assessment