

## **THE RACGP COLLEGE EXAMINATION**

### *Important Information for Registrars*

1. The Assessment Department would prefer to receive enrolment documentation from **the candidates themselves**. This helps speed up the enrolment process and avoid frustration.

The Department does not accept documentation sent from third parties on behalf of the candidates (e.g. from training providers, from CPR providers, etc), because given that this is an application process, the RACGP expects that candidates will be able to manage the information required of them to submit a completed application form.

**The onus is on the CANDIDATE to provide all of the documentation.**

2. The Assessment Department must receive all documentation **at the one time**.

Candidates must not submit documentation in multiple stages, but wait until they have everything requested of them before submitting documentation along with their completed Enrolment form.

The Department identifies a risk to the candidates when documentation is sent from third parties on behalf of the candidates (e.g. from training providers, from CPR providers, etc), or at different times, because given the hundreds of applications the RACGP can not guarantee that documentation sent separately will be matched to the application form.

**The onus is on the CANDIDATE to provide all documentation at the one time.**

3. For documentation that the Assessment Department requires to be certified "as a true copy", please refer to the policy below to identify the people eligible to certify documentation. Please refer to "Witnessing and Certification of Documentation Policy" at <http://www.racgp.org.au/assessment/policy>.
4. Evidence of completion of 6 (for AKT only) or 8 (for all three segments) training units or 12 months with RVTS will only be accepted if it has been signed by your Regional Training Provider's **Authorised Senior Medical Educator (SME)**. Your RTP has been sent instructions on how to notify the RACGP of who those authorised SMEs are.
5.
  - a) CPR training must have been completed by the **close of enrolments**
  - b) The certificate must be valid within twelve (12) months of enrolment, and show the date on which training was undertaken.
  - c) It is recommended candidates renew/undertake their training as soon as possible.
  - d) For efficiency of processing we recommend the CPR course is accredited by the RACGP QA & CPD programme within the 2008 – 2010 triennium. Please refer to <http://www.racgp.org.au/qacpd/cprproviders>.
6. The certified copy of your Certificate of Medical Registration must show an **expiry date**.

7. The following procedures have been put in place for Registrars who will complete their 6 (six) or 8 (eight) active training units by February 2010;
  - Registrar to complete the online enrolment form request, stating the date the Registrar will complete all required active units.
  - Registrar must submit enrolment form along with a certified copy of your current certificate of Medical Registration and a certified copy of your CPR certificate.
  - The RACGP will tentatively enrol you in the examination.
  - A letter will be sent outlining how to confirm your exam enrolment once you have completed your required units.

8. The Enrolment Form specifies documentation that **must** be provided.

**If any documentation requested is not currently available, candidates should not continue with the application, but wait until all documentation is available. The Enrolment application will be returned to you if it is incomplete.**

9. Enrolment form and supporting documentation will not be accepted via email or facsimile. We recommend applicants use express post or registered mail.

**For further information Candidates are encouraged to read:**

- The RACGP Assessment Handbook for Candidates <http://www.racgp.org.au/assessmenthandbook>
- Assessment Policies <http://www.racgp.org.au/assessment/policy>
- A Guide to Enrolment <http://www.racgp.org.au/exam>
- Frequently Asked Questions <http://www.racgp.org.au/assessment>

Candidates will be expected to sign a Declaration agreeing to abide by the conditions stated therein.