

Australasian College for Emergency Medicine

Regulation E Recertification

February 2024

ACN 009 090 715

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Apr-2016	Approved by Board
v2	Jun-2016	Regulation E1.4 revised and approved by Board
v3	May-2017	New E1.3.4 approved with consequential renumbering
v4	Jun-2017	Regulation E1: revisions to delineate ACEM Specialist CPD Program Regulation E2: approved by Board Regulation E3: approved by Board
v5	Aug-2017	E1.1, E2.1.1, E2.1.2: amendment to clarify participation in applicable CPD program approved by the Board for that purpose E1.3.1, E2.3.1, E3.3.1: requirement to record and submit minimum CPD activities
v6	Aug-2018	E1.3.1, E2.3.1, E3.3.1: amendment to requirement to record CPD activities
v7	Dec-2018	Regulation E4: approved by Board
v8	Jun-2020	New Regulation E1.5, E2.5, E3.5, E4.5.4 approved by Board to specify the requirements for Good Standing with the College
v9	Oct-2020	Amendments throughout to effect one (1) ACEM CPD Program
v10	Jun-2022	Regulation E2: revisions to incorporate reference to recertification requirements for Advanced Diplomates
v11	Jun-2023	Regulation E1.4, E2.4, E3.4 and E4.4: amendment to membership recertification to remove the additional requirement for an annual renewal declaration.
v12	Jun-2023	With effect from 1 January 2024, amendments to Regulation E1.1, E2.1, E3.1 and E4.1 to reflect change from a three-year CPD Program cycle to one-year cycle.
v13	Feb-2024	Regulation E2: amendments to incorporate provisions for recertification of Associate (Intermediate) and Associate (Advanced) members.

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E1 Fellowship Recertification

E1.1 Participation in a Continuing Professional Development Program

- E1.1.1 Pursuant to sub-clauses 2.1 and 4.3.1(b) of the ACEM Constitution, ongoing Fellowship of the College (FACEM) is contingent upon satisfactory participation in a continuing professional development (CPD) program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a compliance audit as applicable.
- E1.1.2 Regulation E1.1.1 does not apply to Honorary Fellows and to Fellows who are recognised as being retired pursuant to Regulation A1.3.
- E1.1.3 The ACEM CPD Program operates on a one-year recertification cycle and is overseen by the College Continuing Professional Development (CPD) Committee under the Terms of Reference approved by the Council of Education (COE).

E1.2 Annual Compliance Audit

- E1.2.1 The participation of Fellows undertaking the ACEM CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- E1.2.2 Each year, a proportion of Fellows will be randomly audited to ensure compliance with the ACEM CPD Program for the year in question.

E1.3 Failure to Comply

- E1.3.1 Fellows who fail to record the minimum requirements of their CPD activities on an annual basis will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E1.3.2 If, after due process, a Fellow fails to comply with or pass a compliance audit, the Fellow will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E1.3.3 Where a further compliance audit(s) is required, the Fellow must pass both it and the preceding audit(s).
- E1.3.4 Where, after due process, a Fellow is found to be non-compliant with the requirements of the ACEM CPD Program following two (2) consecutive compliance audits, they will be referred to COE to be considered for recommendation to the ACEM Board for suspension or termination of Fellowship pursuant to clause 4.3.1(b) of the ACEM Constitution.
- E1.3.5 Where the Fellowship of a Fellow is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E1.4 Additional Requirements

- E1.4.1 Pursuant to subclause 3.3 of the ACEM Constitution, annual renewal of Fellowship of the College for all Fellows other than Honorary Fellows or those Fellows who have declared themselves to be retired pursuant to Regulation A1.3 shall be dependent upon payment of the annual subscription fee within six (6) months of the fee becoming due and payable.
- E1.4.2 A Fellow who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to clause 3.3 of the ACEM Constitution.
- E1.4.3 Where a Fellow becomes aware of matters that may potentially have an affect on their ongoing membership of the College pursuant to clauses 4.2 or 4.3 of the ACEM Constitution, as applicable, they must notify the College Chief Executive Officer immediately.

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E1.5 Good Standing

E1.5.1 A Fellow who has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College and who has met all ACEM Recertification requirements shall be deemed of Good Standing with the College.

E2 Certificant, Diplomate, Advanced Diplomate, Associate (Intermediate) and Associate (Advanced) Recertification

E2.1 Participation in a Continuing Professional Development Program

- E2.1.1 Pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.5, ongoing membership of the College as a Certificant is contingent upon satisfactory participation in a continuing professional development (CPD) program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the ACEM Board, including satisfactory completion of a compliance audit as applicable.
- E2.1.2 Pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.4, ongoing membership of the College as a Diplomate or Associate (Intermediate) is contingent upon satisfactory participation in a CPD program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the ACEM Board, including satisfactory completion of a compliance audit as applicable.
- E2.1.3 Pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.8, ongoing membership of the College as an Advanced Diplomate or Associate (Advanced) is contingent upon satisfactory participation in a CPD program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the ACEM Board, including satisfactory completions of a compliance audit as applicable.
- E2.1.4 The ACEM CPD Program operates on a one-year recertification cycle and is overseen by the College Continuing Professional Development (CPD) Committee under the Terms of Reference approved by the Council of Education (COE).

E2.2 Annual Compliance Audit

- E2.2.1 The participation of Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) members undertaking the ACEM CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- E2.2.2 Each year, a proportion of participants will be audited to ensure compliance with the ACEM CPD Program for the year in question.

E2.3 Failure to Comply

- E2.3.1 Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) members who fail to record the minimum requirements of their CPD activities on an annual basis will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E2.3.2 If, after due process, a Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member fails to comply with or pass a compliance audit, the member will be deemed to be non-compliant with the requirements of the ACEM CPD Program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E2.3.3 Where a further compliance audit(s) is required, the Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member must pass both it and the preceding audit(s).
- E2.3.4 Where, after due process, a Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member is found to be non-compliant with the requirements of the ACEM CPD Program following two (2) consecutive compliance audits, they will be referred to COE to be considered for recommendation to the ACEM Board for suspension or termination of membership pursuant to clause 4.3.1(b) of the ACEM Constitution.

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E2.3.5 Where the membership of a Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E2.4 Additional Requirements

E2.4.1 Annual renewal of membership of the College as a Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member shall be dependent upon payment of the annual subscription fee within six (6) months of the fee becoming due and payable.

E2.4.2 A Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to clause 3.3 of the ACEM Constitution.

E2.4.3 Where a Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member becomes aware of matters that may potentially have an affect on their ongoing membership of the College pursuant to clauses 4.2 or 4.3 of the ACEM Constitution, as applicable, they must notify the College Chief Executive Officer immediately.

E2.5 Good Standing

E2.5.1 A Certificant, Diplomate, Associate (Intermediate), Advanced Diplomate, or Associate (Advanced) member who has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College and who has met all ACEM Recertification requirements shall be deemed of Good Standing with the College.

E3 Educational Affiliate Recertification

E3.1 Participation in a Continuing Professional Development Program

- E3.1.1 Ongoing membership of the College as an Educational Affiliate admitted pursuant to Regulation A1.7.1 is contingent upon satisfactory participation in the ACEM Continuing Professional Development (CPD) Program approved by the ACEM Board and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.
- E3.1.2 The ACEM CPD Program operates on a one-year recertification cycle and is overseen by the College CPD Committee under the Terms of Reference approved by the Council of Education (COE).

E3.2 Annual Compliance Audit

- E3.2.1 The participation of Educational Affiliates undertaking the ACEM CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- E3.2.2 Each year, a proportion of participants will be audited to ensure compliance with the ACEM CPD Program for the year in question.

E3.3 Failure to Comply

- E3.3.1 Educational Affiliates who fail to record the minimum requirements of their CPD activities on an annual basis will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and be subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E3.3.2 If, after due process, an Educational Affiliate fails to comply with or pass a compliance audit, the member will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and be subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E3.3.3 Where a further compliance audit is required, the Educational Affiliate must pass both it and the preceding audit(s).
- E3.3.4 Where, after due process, an Educational Affiliate is found to be non-compliant with the requirements of the ACEM CPD Program following two (2) consecutive compliance audits, they will be referred to COE to be considered for recommendation to the Board for suspension or termination of membership pursuant to clause 4.3.1(b) of the ACEM Constitution.
- E3.3.5 Where the membership of an Educational Affiliate is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E3.4 Additional Requirements

- E3.4.1 Annual renewal of membership of the College as an Educational Affiliate shall be dependent upon payment of the annual subscription fee within six (6) months of the fee becoming due and payable.
- E3.4.2 An Educational Affiliate who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to clause 3.3 of the ACEM Constitution.
- E3.4.3 Where an Educational Affiliate becomes aware of matters that may potentially have an affect on their ongoing membership of the College pursuant to clauses 4.2 or 4.3 of the ACEM Constitution, as applicable, they must notify the College Chief Executive Officer immediately.

E3.5 Good Standing

- E3.5.1 An Educational Affiliate who has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College and who has met all ACEM Recertification requirements shall be deemed of Good Standing with the College.

E4 International Affiliate Recertification

E4.1 Participation in a Continuing Professional Development Program

- E4.1.1 Ongoing membership of the College as an International Affiliate admitted pursuant to Regulation A1.6.1 is contingent upon satisfactory participation in the ACEM Continuing Professional Development (CPD) Program approved by the ACEM Board and the meeting of requirements of that program as approved by the ACEM Board, including satisfactory completion of a Compliance Audit as applicable.
- E4.1.2 The ACEM CPD Program operates on a one-year recertification cycle and is overseen by the College CPD Committee under the Terms of Reference approved by the Council of Education (COE).

E4.2 Annual Compliance Audit

- E4.2.1 The participation of International Affiliates undertaking the ACEM CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- E4.2.2 Each year, a proportion of participants will be audited to ensure compliance with the ACEM CPD Program for the year in question.

E4.3 Failure to Comply

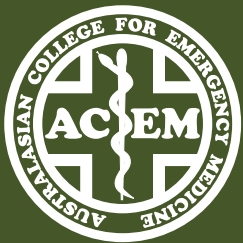
- E4.3.1 International Affiliates who fail to record the minimum requirements of their CPD activities on an annual basis will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and be subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E4.3.2 If, after due process, an International Affiliate fails to comply with or pass a compliance audit, the member will be deemed to be 'non-compliant' with the requirements of the ACEM CPD Program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E4.3.3 Where a further compliance audit(s) is required, the International Affiliate must pass both it and the preceding audit(s).
- E4.3.4 Where, after due process, an International Affiliate is found to be non-compliant with the requirements of the ACEM CPD Program following two (2) consecutive compliance audits, they will be referred to COE to be considered for recommendation to the Board for suspension or termination of membership pursuant to clause 4.3.1(b) of the ACEM Constitution.
- E4.3.5 Where the membership of an International Affiliate is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E4.4 Additional Requirements

- E4.4.1 Annual renewal of membership of the College as an International Affiliate shall be dependent upon payment of the annual subscription fee within six (6) months of the fee becoming due and payable.
- E4.4.2 An International Affiliate who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to clause 3.3 of the ACEM Constitution.
- E4.4.3 Where an International Affiliate becomes aware of matters that may potentially have an affect on their ongoing membership of the College pursuant to clauses 4.2 or 4.3 of the ACEM Constitution, as applicable, they must notify the College Chief Executive Officer immediately.

E4.5 Good Standing

- E4.5.1 An International Affiliate who has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College and who has met all ACEM Recertification requirements shall be deemed of Good Standing with the College.



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