Australasian College for Emergency Medicine

Regulation D

Associateship Training Programs

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Dec-2016	Approved by Board
v2	Jan-2017	D1.1: eligibility to apply and to commence the EMC D2.1: eligibility to apply and to commence the EMD
v3	Apr-2018	Consequential revisions resulting from revised name of EMCD Committee
v4	Dec-2018	Revisions throughout to clarify those able to conduct assessments D2.1: direct entry into the EMD Training Program
v5	Feb-2019	D2.7.1: critical care pathway
v6	Oct-2019	D1.1.2, D2.1.2: eligibility to commence EMC and EMD
v7	Dec-2019	D1.7.7, D2.7.7: suspension from training approved by Board
v8	Feb-2020	D1.7.6, D2.7.6: amendments to clarify consideration for removal D1.7.7.1, D2.7.7.1: amendments to include failure to maintain registration D1.7.8, D2.7.8: approved by Board
v9	Apr-2020	D1.9, D2.9: amendments to WBA assessors
v10	Aug-2020	D1.2.2 and D2.2.2: approved by Board
v11	Feb-2021	D1.7.6, D2.7.6: amendments to grounds for removal from the Training Program D1.13.3, D2.13.3: approved by Board D3, D4, D5: approved by Board
v12	Feb-2022	D6: approved by Board D1.7.7.2, D2.7.7.2, D3.7.7.2, D4.7.7.2, D5.7.7.2: amended to reference Regulation D6
v13	Apr-2022	D1.6, D1.7.3, D2.6, D2.7.3, D3.6, D3.7.3, D4.6, D4.7.3, D5.6 and D5.7.3: amendments to clarify timeframes for completion and leave from training associated with parental leave D3.7.1, D4.7.1 and D5.7.1: amendments to clarify specialty ED training time
v14	Oct-2022	D4.10.1, D5.10.1: amendments to requirements for completion of emergency skills workshops
v15	Feb-2023	D1.7.7, D2.7.7, D3.7.7, D4.7.7, and D5.7.7: amendments to clarify provisions for suspension from training D6.1, D6.2, D6.3 and D6.4: amendments to clarify provisions for reinstatement to training D3.12.5, D3.12.6, D4.12.5, D4.12.6, D5.12.5 and D5.12.6: amendments to formalise the withdrawal and exclusion processes for examinations D3.7.5c: amendment to allow for overseas EMC trainees to complete ED training time in Australia or Aotearoa New Zealand as observers only
v16	May-2023	D4.12.3 and D5.12.3: amendment to the number of examinations held per year for the EMD and EMAD training programs
v17	June-2023	D3.3, D4.3 and D5.3: amendments to medical registration requirements
v18	Aug-2023	D3.7.5 and D4.7.5: amendments to training site requirements D3.9.5, D4.9.5 and D5.9.5: amendments to completion of requirements via videoconference
v19	Oct-2023	D3.5, D4.5 and D5.5: amendments to require completion of the EMCD Graduate Survey (Part One) for satisfactory completion of EMC, EMD and EMAD training programs.
v20	Dec-2023	D5.1.2, D5.1.6, D5.1.7, D5.5.1, D5.6.3, D5.12.1.1: amendments to clarify provisions for RACGP Rural Generalist trainees.

Version	Date	Pages revised / Brief Explanation of Revision
v21	Feb-2024	Amendments throughout to reflect changes to training program titles and membership categories, specifically: • Emergency Medicine Diploma (EMD) Training Program to Associateship in Intermediate Emergency Medicine (AEM (Intermediate)) Training Program; • Emergency Medicine Advanced Diploma (EMAD) Training Program to Associateship in Advanced Emergency Medicine (AEM (Advanced)) Training Program; • Diplomate to Associate (Intermediate); • Advanced Diplomate to Associate (Advanced); • Diploma for Pre-Hospital and Retrieval Medicine (DipPHRM) to Associateship in Pre-Hospital and Retrieval Medicine (A(PHRM)). Regulation D1: removal of obsolete regulations Regulation D2: removal of obsolete regulations
v22	Dec-2024	Amendments to D3.7.4, D4.7.4, D5.7.4 and D5.7.5.1 to remove requirement for EMATP supervisors to attend a workshop if they have already attended a DEMT/WBA Coordinator/ FACEM supervisor workshop and to align training site regulations for all three EMATP.
v23	Mar-2025	Amendments throughout to reflect changes to training program titles and membership categories, specifically: • Emergency Medicine Certificate (EMC) training program to Associateship in Foundational Emergency Medicine Training Program. • Certificant to Associate (Foundational) • Emergency Medicine Certificate and Diploma Committee to Emergency Medicine Associateship Training Programs Committee • ACEM EMCD Supervisor Course to ACEM Associateship Supervisor Course
v24	Feb-2026	Applying universal changes regarding nomenclature. Removal of reference to Certificants, Diplomates and Advanced Diplomates following the retirement of those membership categories effective 1 February 2026.
V25	Apr-2026	Revisions to Regulation D 4.9.1, 5.8.1 and 5.10.1 to reflect changes to procedural and ultrasound requirements.
V26	Aug-2026	Updates to descriptions of IEMTP and AEMTP eligibility criteria, training time requirements and program requirements.

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D3 Associateship in Foundational Emergency Medicine Training Program

D3.1 Eligibility for the Associateship in Foundational Emergency Medicine Training Program

D3.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Certificate (EMC) Associateship in Foundational Emergency Medicine (AEM (Foundational)) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.

D3.1.2 To be eligible to enrol in the AEM (Foundational) Training Program, medical practitioners must:

(a) be in their second or subsequent postgraduate year; and

(b) not be enrolled in the FACEM Training Program, AEM (Intermediate) Training Program, AEM (Advanced) Training Program, or Associateship in Pre-hospital and Retrieval Medicine (A(PHRM)) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D3.2 Enrolment as a Trainee

D3.2.1 Applications to enrol in the AEM (Foundational) Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D3.2.2 Former EMC, EMD, EMAD or Associateship trainees of the College who wish to re-enrol as a trainee in the AEM (Foundational) Training Program must do so pursuant to the provisions of the *Policy on Former FEMTP, IEMTP and AEMTP Trainees Re- entering the Associateship Training Programs.*

D3.3 Medical Registration

D3.3.1 Except as specified elsewhere in these Regulations, at the time of enrolment and at all times while undertaking the AEM (Foundational) Training Program, trainees are required to hold:

(a) General, specialist-only, provisional or limited registration with the MBA – for trainees in Australia;

(b) General or provisional scope registration with the MCNZ – for trainees in New Zealand; or

(c) appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the AEM (Foundational) Training Program.

D3.3.2 Applicants that hold specialist-only registration must provide the College with a copy of an offer of employment for their first supervised training placement in an Adult or Mixed Emergency Department at the time of enrolment in the AEM (Foundational) Training Program.

D3.3.3 Trainees enrolled in the AEM (Foundational) Training Program in Australia or New Zealand and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D3.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D3.3.1 apply to those undertaking the AEM (Foundational) Training Program in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

D3.3.4 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

D3.3.5 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this regulation, Regulation D3.3, and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the AEM (Foundational) Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the AEM (Foundational) Training Program.

D3.4 Training Program Fees

D3.4.1 Except as provided for elsewhere in these regulations, all AEM (Foundational) Training Program trainees, regardless of whether training full-time or part-time, must pay the full AEM (Foundational) Training Program fee at the time of enrolling in the program.

D3.4.2 AEM (Foundational) trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the AEM (Foundational) program while the training fee or any other amounts owing to the College remain unpaid.

D3.5 Satisfactory Completion of the AEM (Foundational) Training Program

D3.5.1 Trainees who successfully complete the AEM (Foundational) Training Program will have satisfactorily completed the following requirements within two (2) years of the date of commencement of training:

D3.5.1.1 six (6) FTE months of supervised ED training;

D3.5.1.2 online learning modules and associated completion requirements as prescribed (refer Regulation D3.8):

D3.5.1.3 Workplace-based Assessments (WBAs) as prescribed (refer Regulation D3.9)

D3.5.1.4 Emergency Skills workshop(s) as prescribed (refer Regulation D3.10):

D3.5.1.5 meetings and associated completion requirement as prescribed (refer Regulation D3.11):

D3.5.1.6 the AEM (Foundational) Examination;

D3.5.1.7 the completion of the EMATP Graduate Survey (Part One); and

D3.5.1.8 any other requirements or variations to the above as prescribed from time to time.

D3.6 Timeframe for Completion of the AEM (Foundational) Training Program

D3.6.1 Enrolment as a trainee commences in accordance with Regulation D3.2 and continues until the trainee satisfactorily completes the requirements of the AEM (Foundational) and is eligible to become a Associate (Foundational) of the College, formally withdraws from the AEM (Foundational) Training Program or is removed from the AEM (Foundational) Training Program.

D3.6.2 Except as provided for elsewhere in these Regulations, trainees must complete all requirements of the AEM (Foundational) Training Program and be eligible for election to membership of the College as a Associate within two (2) calendar years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training.

D3.7 AEM (Foundational) Training

D3.7.1 Training Requirements

D3.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Adult or Mixed Emergency Department(s).

D3.7.1.2 For the purposes of Regulation D3.7.1.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D3.7.1.3 Cognisant of Regulation D3.6.1, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D3.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required six (6) FTE months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the AEM (Foundational) Training Program.

D3.7.1.5 Of the six (6) FTE months of supervised training referred to in Regulation D3.7.1.1, trainees must satisfactorily complete at least 80% of their time in an Adult of Mixed emergency department(s), with the remaining 20% permitted to be spent in other discipline related emergency department(s) to the satisfaction of the EMATP Committee, including but not limited to a Paediatric or Eye and Ear emergency department.

D3.7.2 Part-Time Training

D3.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.25 FTE. Part-time training of less than 0.25 FTE will not be considered for certification.

D3.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the AEM (Foundational) Training Program as a whole.

D3.7.3 Leave from Training

D3.7.3.1 (a) Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

(b) Trainees may take additional period(s) of leave from training over that outlined in Regulation D3.7.3.1(a) where that leave is for the purpose of parental leave.

D3.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

D3.7.3.3 Periods of leave greater than that permitted under Regulation D3.7.3.1(a) require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D3.7.3.4 Trainees who seek to take leave from training for the purposes of parental leave are required to provide documentation to the satisfaction of the College that clearly sets out the dates of their parental leave and will have their training program due date extended by the duration of the parental leave taken.

D3.7.4 Supervision of Training

D3.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the AEM (Foundational) Training Program. The Primary Supervisor must:

- be a Fellow of the Australasian College for Emergency Medicine (FACEM), working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Associate (Advanced) member with a minimum of two (2) FTE years ED experience post or AEM (Advanced) qualification, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Associate (Intermediate) member with a minimum of two (2) FTE years ED experience post EMD qualification, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and is compliant with the requirements of the ACEM CPD Program; **and**
- have satisfactorily completed the ACEM Associateship Supervisor Course or have attended an ACEM DEMT or Local WBA Coordinator Orientation or FACEM Assessor Workshop.

D3.7.4.2 Not less than 30 percent of a trainee's AEM (Foundational) training must occur under the direct clinical supervision of an ACEM member who may or may not be the trainee's Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM; or
- a currently certified Associate (Intermediate) member of the Australasian College for Emergency Medicine (Dip EM (ACEM)) who has satisfactorily completed the ACEM Associateship Supervisor Course; or
- a currently certified Associate (Advanced) member of the Australasian College for Emergency Medicine who has satisfactorily completed the ACEM Associateship Supervisor Course.

D3.7.5 Training Sites

D3.7.5.1 AEM (Foundational) training may be undertaken in an emergency department with the following minimum staffing:

(a) one (1) Fellow of the College (i.e. FACEM) who works 1.0 FTE in the department, or the equivalent, where at least one (1) FACEM has met the requirements to be a Primary Supervisor as outlined in D3.7.4.1; or

(b) one (1) Associate (Intermediate) or Associate (Advanced) member of the College who works 0.5 FTE in the emergency department and one (1) FACEM who works not less than 0.5 FTE in the emergency department, both of whom meet the requirements to be a Primary Supervisor as outlined in D3.7.4.1; or

(c) where a site does not otherwise meet the minimum staffing requirements outlined in regulation D3.7.1.5 (a) or (b), a prospective AEM (Foundational) trainee or training site will need to demonstrate, to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D3.7.4. Such supervision must include at least two (2) weeks (FTE) of contact time, working or observing with a FACEM at a site that meets the requirements of Regulation D3.7.5.1 (a).

D3.7.6 Removal from the AEM (Foundational) Training Program

D3.7.6.1 Unless the Emergency Medicine Associateship Training Program (EMATP) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the AEM (Foundational) Training Program if they:

(a) fail to complete the requirements of the AEM (Foundational) Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;

(b) do not pass the AEM (Foundational) Examination within the maximum three (3) attempts;

(c) fail to maintain medical registration in accordance with Regulation D3.3;

(d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D3.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the AEM (Foundational) Training Program without further notice.

D3.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the AEM (Foundational) Training Program. Any removal from the AEM (Foundational) Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D3.7.6.4 At least 28 days prior to the meeting of the EMATP Committee at which a trainee is to be considered for removal from the AEM (Foundational) Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the AEM (Foundational) Training Program;
- the date on which their removal from the AEM (Foundational) Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's E*xceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMATP Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the AEM (Foundational) Training Program is to be considered.

D3.7.6.5 The EMATP Committee may make one of the following decisions:

(a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the AEM (Foundational) Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.

(b) That, on the basis of the materials presented to it, the trainee be removed from the AEM (Foundational) Training Program.

D3.7.7 Suspension from Training

D3.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the AEM (Foundational) Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the AEM (Foundational) Training Program, and shall not:

(a) be entitled to undertake any assessment associated with the AEM (Foundational) Training Program;

(b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the AEM (Foundational) Training Program;

(c) hold themselves to be a trainee of the AEM (Foundational) Training Program; or

(d) be entitled to any benefits or entitlements under the AEM (Foundational) Training Program.

D3.7.7.2 Pursuant to the provisions of Regulation D6 and upon an application by the trainee, the Board, Council of Education or a Committee convened for such purpose may determine to lift a trainee's suspension from the AEM (Foundational) Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board, Council of Education or Committee, as applicable.

D3.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the AEM (Foundational) Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board, Council of Education or Committee determines otherwise, be considered as an interruption to training.

D3.8 Online Learning Modules

D3.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency; online learning modules as from time to time updated by the College.

D3.9 Workplace-based Assessments

D3.9.1 AEM (Foundational) trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- six (6) Direct Observation of Procedural Skills (DOPS)#;
- two (2) Case-Based Discussion (CBD); and
- Procedural Checklist^.

* Refer Mini-CEX requirements as set out in the Associateship in Foundational Emergency Medicine Curricula

\# Refer DOPS requirements as set out in the Associateship in Foundational Emergency Medicine Curricula

^ Refer Procedural Checklist as set out in the Associateship in Foundational Emergency Medicine Curricula

D3.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor.

D3.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor, or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter the trainee's Primary Supervisor must approve the completed assessment.

D3.9.4 Individual procedures on the Procedural Checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor, or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.

D3.9.5 Start of Placement Meeting, Reflection Meetings, DOPS (suture wounds, UL and LL plaster, and C-spine log roll) and CbD may be completed by real-rime video conference with patient consent, assurance of confidentiality and at the discretion of the supervisor.

D3.10 Emergency Skills Workshops

D3.10.1 Trainees are required to satisfactorily complete the Advanced Life Support 2 (ALS2) workshop, or equivalent for trainees based in New Zealand or outside of Australasia, or attain exemption from this requirement.

D3.10.2 Workshop Exemption

D3.10.1.1 Trainees seeking an exemption under Regulation D3.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D3.101.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the AEM (Foundational) Training Program.

D3.10.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College.

D3.11 Required Meetings

D3.11.1 Trainees are required to complete a Start of Placement Meeting with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.

D3.11.2 Trainees are required to complete a Reflection Meeting with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking supervised training.

D3.11.3 Where a trainee fails to submit the relevant forms by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

D3.12 AEM (Foundational) Examination

D3.12.1 Eligibility

D3.12.1.1 To be eligible to sit the AEM (Foundational) Examination, trainees must have successfully completed a minimum of four (4) FTE months of supervised training pursuant to regulation D3.7.1.1.

D3.12.1.2 The candidate must also:

(a) be a registered AEM (Foundational), AEM (Intermediate) or AEM (Advanced) trainee of the College; and

(b) have no financial debts to the College.

D3.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the EMC Examination are able to apply to sit the next scheduled examination.

D3.12.2 Examination Applications

D3.12.2.1 Applications to attempt the AEM (Foundational) Examination must be made on the appropriate prescribed form and must be accompanied by:

(a) payment of the prescribed examination fee, if applicable, and

(b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the AEM (Foundational) Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D3.12.3 Examination Arrangements

D3.12.3.1 The AEM (Foundational) Examination is held three (3) times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D3.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D3.12.4 Examination Attempts

D3.12.4.1 The maximum number of attempts at the AEM (Foundational) Examination will be three (3).

D3.12.5 Withdrawal

D3.12.5.1 Candidates withdrawing from the AEM (Foundational) Examination must notify the College in writing on the prescribed form. Verbal notification will not be accepted.

D3.12.6 Exclusion from Examinations

D3.12.6.1 Candidates who login 30 minutes or more after the scheduled starting time of the AEM (Foundational) Examination will be excluded from the examination.

D3.13 Certification and Certification Fee

D3.13.1 To be eligible to apply for election to membership of the College as a Certificant, trainees must have satisfactorily completed the requirements of Regulation D3.5.

D3.13.2 It is the responsibility of the trainee to submit an application for certification to the College.

D3.13.3 An application for certification must be made using the appropriate form, together with payment of the required certification fee. Applications for Certification will not be progressed until the application fee has been processed.

D3.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Associates.

D3.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D4 Associateship in Intermediate Emergency Medicine Training Program

D4.1 Eligibility for the Associateship in Intermediate Emergency Medicine Training Program

6.2 Revised IEMTP eligibility criteria

Note regarding eligibility for enrolment in the AEM (Intermediate) Training Program and associated program completion requirements

*Eligibility for enrolment in the AEM (Intermediate) Training Program is through **meeting all conditions** outlined in Regulation 4.1.1 and **meeting fully one of the conditions** outlined in Regulations 4.1.2 to 4.1.3 below (IEMTP Entry Pathways). Potential trainees are advised that the requirements for completion of the AEM (Intermediate) Training Program (including maximum allowable timeframes for completion of the program) differ for trainees entering under each of the different IEMTP Entry Pathways. These requirements are outlined in Regulations D4.5 and D4.6 and potential trainees are strongly advised to consider these regulations in conjunction with the eligibility requirements outlined in these regulations D4.1.*

D4.1.1 To be eligible to enrol as a trainee in any ACEM AEM (Intermediate) Training Program IEMTP Entry Pathway, applicants must:

(a) Hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train as described in D4.3; and

(b) Be in their second or subsequent postgraduate year; and

(c) Meet any additional eligibility criteria applicable to their IEMTP Entry Pathway as described in D4.1.2-D4.1.3.

D4.1.2 To be eligible to enrol as a trainee in the ACEM AEM (Intermediate) Training Program **IEMTP Entry Pathway 1**, along with criteria specified in D4.1.1, applicants must:

(a) Not meet any other IEMTP Entry Pathway requirements specified in D4.1.2.

D4.1.3 To be eligible to enrol as a trainee in the ACEM AEM (Intermediate) Training Program **IEMTP Entry Pathway 2**, along with criteria specified in D4.1.1, applicants **must meet one of the following sets of criteria**:

(a) Have successfully completed the ACEM AEM (Foundational) Training Program; **or**

(b) Be a Fellow of the RACGP, or RNZCGP, or ACRRM, or RNZCUC, or DRHMNZ; **or**

(c) Have successfully completed the RACGP Additional Rural Skills Term (ARST) in Emergency Medicine or the ACRRM Advanced Specialised Training (AST) in Emergency Medicine; **or**

(d) Within the last five (5) years, have worked at least two (2) FTE years in an Emergency Department of which at least three (3) months was undertaken in Australia or New Zealand; **and**

(e) If enrolling under D4.1.3b-D4.1.3c, meet all other requirements on the *ACEM AEM (Intermediate) Training Program Direct Entry Application Form for Pathway 2* and be approved by ACEM.

D4.2 Enrolment as a Trainee

D4.2.1 Applications to enrol in the AEM (Intermediate) Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D4.2.2 Former EMC or AEM (Foundational), EMD or AEM (Intermediate), EMAD or AEM (Advanced) trainees of the College who wish to re-enrol as a trainee in the AEM (Intermediate) Training Program must do so pursuant to the provisions of the *Policy on Former FEMTP, IEMTP and AEMTP Trainees Re-entering the Associate Training Programs*.

D4.2.3 To be eligible to commence the AEM (Intermediate), medical practitioners must not be enrolled in the FACEM Training Program, AEM (Foundational) Training Program, AEM (Advanced) Training Program, or Associateship in Pre-hospital and Retrieval Medicine (A(PHRM)) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D4.3 Medical Registration

D4.3.1 Except as specified elsewhere in these Regulations, at the time of enrolment and at all times while undertaking the AEM (Intermediate) Training Program, trainees are required to hold:

(a) General or specialist-only registration with the MBA – for trainees in Australia;

(b) General scope registration with the MCNZ – for trainees in New Zealand; or

(c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the AEM (Intermediate) Training Program.

D4.3.2 Applicants that hold specialist-only registration must provide the College with a copy of an offer of employment for their first supervised training placement in an Adult or Mixed Emergency Department at the time of enrolment in the AEM (Intermediate) Training Program.

D4.3.3 Trainees enrolled in the AEM (Intermediate) Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D4.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D4.3.1 apply to those undertaking AEM (Intermediate) training in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

D4.3.4 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

D4.3.5 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this regulation, Regulation D4.3, and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the AEM (Intermediate) Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the EMC Training Program.

D4.4 Training Program Fees

D4.4.1 Except with the prior approval of the College, AEM (Intermediate) Training Program trainees, regardless of whether training full-time or part-time, must pay the full AEM (Intermediate) Training Program fee at the time of enrolling in the program.

D4.4.2 AEM (Intermediate) trainees may apply to the College to pay the AEM (Intermediate) Training Program fee by instalments.

D4.4.3 AEM (Intermediate) trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the AEM (Intermediate) program while the training program fee or any other amounts owing to the College remain unpaid.

D4.5 Satisfactory Completion of the AEM (Intermediate) Training Program

D4.5.1 Except as specified elsewhere in these Regulations, trainees who successfully complete the AEM (Intermediate) Training Program will have satisfactorily completed the following requirements dependent on their IEMTP Entry Pathway.

D4.5.2 For trainees entering under IEMTP Entry Pathway 1, all requirements as follows:

(a) All requirements as outlined in D4.5.3; and

(b) All requirements as outlined in D3.5.1.

D4.5.3 For trainees entering under IEMTP Entry Pathway 2, all requirements as follows:

(a) six (6) FTE months of supervised training in an Emergency Department;

(b) online learning modules and associated completion requirements as prescribed (refer Regulation D4.8);

(c) Workplace-based Assessments (WBAs) as prescribed (refer Regulation D4.9);

(d) certification in prescribed workshops (refer Regulation D4.10);

(e) meetings and associated completion requirement as prescribed (refer Regulation D4.11);

(f) the AEM (Intermediate) Examination;

(g) the completion of the EMATP Graduate Survey (Part One); and

(h) any other requirements or variations of the above as prescribed from time to time.

D4.6 Timeframe for Completion of the AEM (Intermediate) Training Program

D4.6.1 Enrolment as a trainee commences in accordance with Regulation D4.2 and continues until the trainee satisfactorily completes the requirements of the AEM (Intermediate) and is eligible to become an Associate (Intermediate), formally withdraws from the AEM (Intermediate) Training Program or is removed from the AEM (Intermediate) Training Program.

D4.6.2 Except as provided for elsewhere in these Regulations, trainees entering the AEM (Intermediate) Training program under IEMTP Entry Pathway 1 must complete all requirements of the program and be eligible for election to membership of the College as an Associate within four (4) calendar years of the date of enrolment as a trainee. This four (4) year period is inclusive of all leave taken and any periods of interrupted training.

D4.6.3 Except as provided for elsewhere in these Regulations, trainees entering the AEM (Intermediate) Training program under IEMTP Entry Pathway 2 must complete all requirements of the program and be eligible for election to membership of the College as an Associate within two (2) years of the date of enrolment as a trainee. This two (2) year period is inclusive of all leave taken and any periods of interrupted training.

D4.7 AEM (Intermediate) Training

D4.7.1 Training Time Requirements

D4.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Adult or Mixed Emergency Department(s).

D4.7.1.2 For the purposes of Regulation D4.7.1.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D4.7.1.3 Cognisant of Regulation D4.6, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D4.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the AEM (Intermediate) Training Program.

D4.7.1.5 To be eligible to have a placement certified, trainees must satisfactorily complete at least 80% of their time in that placement in an Adult or Mixed Emergency Department(s), with the remaining 20% permitted to be spent in approved theatre, intensive care unit or anaesthetics setting(s) or other discipline related emergency department(s) to the satisfaction of the EMCD Committee, including but not limited to a Paediatric or Eye and Ear Emergency Department.

D4.7.2 Part-Time Training

D4.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.25 FTE. Part-time training of less than 0.25 FTE will not be considered for certification.

D4.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the AEM (Intermediate) Training Program as a whole and as applicable to their circumstances.

D4.7.3 Leave from Training

D4.7.3.1 (a) Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

(b) Trainees may take additional period(s) of leave from training over that outlined in Regulation D4.7.3.1(a) where that leave is for the purpose of parental leave.

D4.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

D4.7.3.3 Periods of leave greater than that permitted under Regulation D4.7.3.1(a) require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D4.7.3.4 Trainees who seek to take leave from training for the purposes of parental leave are required to provide documentation to the satisfaction of the College that clearly sets out the dates of their parental leave and will have their training program due date extended by the duration of the parental leave taken.

D4.7.4 Supervision of Training

D4.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the AEM (Intermediate) Training Program. The Primary Supervisor must:

- be a Fellow of the Australasian College for Emergency Medicine (FACEM); working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Associate (Advanced) member with a minimum of two (2) FTE years post-qualification ED experience, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and is compliant with the requirements of the ACEM CPD Program; **and**
- have satisfactorily completed the ACEM Associateship Supervisor Course or have attended an ACEM DEMT or Local WBA Coordinator Orientation or FACEM Assessor Workshop.

D4.7.4.2 Not less than 30 per cent of training must occur under the direct clinical supervision of an ACEM Member who may or may not be the trainee's Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM; or
- a currently certified Associate (Advanced) member of the Australasian College for Emergency Medicine (AACEM(Advanced) who has satisfactorily completed the ACEM Associateship Supervisor Course; or
- a currently certified Associate (Intermediate) member of the Australasian College for Emergency Medicine who has satisfactorily completed the ACEM Associateship Supervisor Course.

D4.7.5 Training Sites

D4.7.5.1 AEM (Intermediate) training may be undertaken in an emergency department with the following minimum staffing:

(a) one (1) Fellow of the College (i.e. FACEM), who works 1.0 FTE in the department, or the equivalent, where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D4.7.4.1; or

(b) one (1) Associate (Advanced) member of the College who works 0.5 FTE in the Emergency Department and one (1) FACEM who works not less than 0.5 FTE in the Emergency Department, both of whom meet the requirements to be a Primary Supervisor as outlined in D4.7.4.1; or

(c) where a site does not otherwise meet the minimum staffing requirements outlined in Regulation D4.7.5.1 (a) or (b), a prospective AEM (Intermediate) trainee or training site will need to demonstrate to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D4.7.4 Such supervision must include at least four (4) FTE weeks of contact time working at a multi-FACEM (i.e. not less than 2.5 FTE FACEM) site where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D4.7.4.1.

D4.7.6 Removal from the AEM (Intermediate). Training Program

D4.7.6.1 Unless the Emergency Medicine Associateship Training Programs (EMATP) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the AEM (Intermediate) Training Program if they:

(a) fail to complete the requirements of the AEM (Intermediate) Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;

(b) do not pass the AEM (Intermediate) Examination within the maximum three (3) attempts;

(c) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation D4.3;

(d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D4.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the AEM (Intermediate) Training Program without further notice.

D4.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the AEM (Intermediate) Training Program. Any removal from the AEM (Intermediate) Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D4.7.6.4 At least 28 days prior to the meeting of the EMATP Committee at which a trainee is to be considered for removal from the AEM (Intermediate) Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the training program;
- the date on which their removal from the training program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;

- that any information they wish to have considered by the EMATP Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the training program is to be considered.

D4.7.6.5 The EMATP Committee may make one of the following decisions:

(a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the AEM (Intermediate) Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.

(b) That, on the basis of the materials presented to it, the trainee be removed from the AEM (Intermediate) Training Program.

D4.7.7 Suspension from Training

D4.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the AEM (Intermediate) Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the AEM (Intermediate) Training Program, and shall not:

(a) be entitled to undertake any assessment associated with the training program;

(b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the training program;

(c) hold themselves to be a trainee of the AEM (Intermediate) Training Program; or

(d) be entitled to any benefits or entitlements under the AEM (Intermediate) Training Program.

D4.7.7.2 Pursuant to the provisions of Regulation D6 and upon an application by the trainee, the Board, Council of Education or a Committee convened for such purpose may determine to lift a trainee's suspension from the AEM (Intermediate) Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board, Council of Education or Committee, as applicable.

D4.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the AEM (Intermediate) Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board, Council of Education or Committee determines otherwise, be considered as an interruption to training.

D4.8 Online Learning Modules

D4.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency: online learning modules as from time to time updated by the College

D4.9 Workplace-Based Assessments

D4.9.1 Trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- four (4) Direct Observation of Procedural Skills (DOPS)#;
- two (2) Case-Based Discussion (CBD)+; and
- Procedural Checklist^.

* Refer Mini-CEX requirements as set out in Associateship in Intermediate Emergency Medicine Curricula

\# Refer DOPS requirements as set out in Associateship in Intermediate Emergency Medicine Curricula

\+ Refer CBD requirements as set out in Associateship in Intermediate Emergency Medicine Curricula

^ Refer Procedural Checklist as set out in Associateship in Intermediate Emergency Medicine Curricula

D4.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor

D4.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter, the trainee's Primary Supervisor must approve the completed assessment

D4.9.4 Individual procedures on the Procedural Checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.

D4.9.5 Start of Placement Meeting, Reflection Meetings and CbD may be completed by real-time video conference with patient consent, assurance of confidentiality, and at the discretion of the supervisor.

D4.10 Emergency Skills Workshops

D4.10.1 Trainees are required to satisfactorily complete and attain certification in the two (2) following workshops or equivalent, as determined by ACEM, for trainees based in Aotearoa New Zealand or outside Australasia, or attain exemption from this requirement:

(a) Advanced Paediatric Life Support (APLS); and

(b) Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM);

D4.10.2 Workshop Exemption

D4.10.2.1 Trainees seeking an exemption under Regulation D4.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D4.10.2.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the AEM (Intermediate) Training Program.

D4.10.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College.

D4.11 Required Meetings

D4.11.1 Trainees are required to complete a *Start of Placement Meeting* with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.

D4.11.2 Trainees are required to complete a *Reflection Meeting* with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking supervised training.

D4.11.3 Where a trainee fails to submit the relevant form(s) by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

D4.12 AEM (Intermediate) Examination

D4.12.1 Eligibility

D4.12.1.1 To be eligible to sit the AEM (Intermediate) Examination, trainees must have successfully completed:

(a) a minimum of four (4) FTE months of supervised ED training pursuant to regulation D4.7.1.1 and,

(b) for trainees entering the program pursuant to regulation D4.1.2.2, the AEM (Foundational) examination and completion of six (6) FTE months of supervised ED training outlined in regulation D3.7.1.1.

D4.12.1.2 The candidate must also:

(a) be a registered AEM (Intermediate) or AEM (Advanced) trainee of the College; and

(b) have no financial debts to the College.

D4.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the AEM (Intermediate) Examination are able to apply to sit the next scheduled examination.

D4.12.2 Examination Applications

D3.12.2.1 Applications to attempt the AEM (Intermediate) Examination must be made on the appropriate prescribed form and must be accompanied by:

(a) payment of the prescribed examination fee, if applicable, and

(b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the AEM (Intermediate) Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D4.12.3 Examination Arrangements

D4.12.3.1 The AEM (Intermediate) Examination is held two (2) times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D4.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D4.12.4 Examination Attempts

D4.12.4.1 The maximum number of attempts at the AEM (Intermediate) Examination will be three (3).

D4.12.5 Withdrawal

D4.12.5.1 Candidates withdrawing from the AEM (Intermediate) Examination must notify the College in writing on the prescribed form. Verbal notification will not be accepted.

D4.12.6 Exclusion from Examinations

D4.12.6.1 Candidates who login 30 minutes or more after the scheduled starting time of the AEM (Intermediate) Examination will be excluded from the examination.

D4.13 Certification and Admission Fee

D4.13.1 To be eligible to apply for certification as an Associate (Intermediate) of the College, trainees must have satisfactorily completed the requirements of Regulation D4.5.

D4.13.2 It is the responsibility of the trainee to submit an application for admission as an Associate to the College.

D4.13.3 An application for admission as an Associate must be made using the appropriate form, together with payment of the required fee. Applications for admission as an Associate will not be progressed until the application fee has been processed.

D4.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Associates.

D4.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D5 Associateship in Advanced Emergency Medicine (AEM (Advanced)) Training Program

D5.1 Eligibility for the Associateship in Advanced Emergency Medicine Training Program

Note regarding eligibility for enrolment in the AEM (Advanced) Training Program and associated program completion requirements.

*Eligibility for enrolment in the AEM (Advanced) Training Program is through **meeting all conditions** outlined in Regulation 5.1.1 and **meeting fully one of the conditions** outlined in Regulations 5.1.2 to 5.1.4 below (AEMTP Entry Pathways). Potential trainees are advised that the requirements for completion of the AEM (Advanced) Training Program (including maximum allowable timeframes for completion of the program) differ for trainees entering under each of the different AEMTP Entry Pathways. These requirements are outlined in Regulations D5.5 and D5.6 and potential trainees are **strongly** advised to consider these regulations in conjunction with the eligibility requirements outlined in these regulations D5.1.*

D5.1.1 To be eligible to enrol as a trainee in any ACEM AEM (Advanced) Training Program AEMTP Entry Pathway, applicants must:

a) Hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train as described in D5.3; and

b) Be in their third or subsequent postgraduate year; and

c) Meet any additional eligibility criteria applicable to their AEMTP Entry Pathway as described in D5.1.2-D5.1.4.

D5.1.2 To be eligible to enrol as a trainee in the ACEM AEM (Advanced) Training Program **AEMTP Entry Pathway 1**, along with criteria specified in D5.1.1, applicants must:

a) Not meet any other Entry Pathway requirements specified in D5.1.3-D5.1.4.

D5.1.3 To be eligible to enrol as a trainee in the ACEM AEM (Advanced) Training Program **AEMTP Entry Pathway 2**, along with criteria specified in D5.1.1, applicants must **meet one of the following sets of criteria**:

a) Have successfully completed the ACEM AEM (Foundational) Training Program;

b) **Or be:**

i. A Fellow or trainee of the RACGP who has successfully completed RACGP Core Emergency Medicine Training, or equivalent as approved by the RACGP Rural Censor; and

ii. Meet all other requirements specified on the ***Direct Entry Application for Advanced Emergency Medicine Training Program (AEMTP) Entry Pathway 2 for Eligible RACGP Fellows and Trainees*** and be approved by ACEM.

c) **Or be:**

i. A Fellow or trainee of the RACGP who has not successfully completed RACGP Core Emergency Medicine Training; or

ii. A Fellow of RNZCGP, or ACRRM, or RNZCUC, or DRHMNZ; and

iii. Meet all other requirements specified on the ***Direct Entry Application for Advanced Emergency Medicine Training Program (AEMTP) Entry Pathway 2 Form*** and be approved by ACEM.

d) **Or within:**

i. The last five (5) years, have worked at least two (2) FTE years in an Emergency Department of which at least three (3) months was undertaken in Australia or New Zealand; and

ii. Meet all other requirements specified on the ***Direct Entry Application for Advanced Emergency Medicine Training Program (AEMTP) Entry Pathway 2 Form*** and be approved by ACEM.

D5.1.4 To be eligible to enrol as a trainee in the ACEM (Advanced) Training Program **AEMTP Entry Pathway 3**, along with the criteria specified in D5.1.1, applicants must **meet one of the following sets of criteria**:

a) Have successfully completed the ACEM IEM (Intermediate) Training Program; or

b) Within the last five (5) years, have worked at least two (2) FTE years in an Emergency Department of which at least three (3) months was undertaken in Australia or New Zealand; and either:

i. Be a Fellow of the RACGP who has successfully completed the RACGP Additional Rural Skills Term (ARST) in Emergency Medicine; **or**

ii. Be a Fellow of the RNZCGP; **or**

iii. Be a Fellow of ACRRM who has successfully completed the ACRRM Advanced Specialised Training (AST) in Emergency Medicine; **and**

iv. If enrolling under D5.1.4b, meet all other requirements on the Direct Entry Application for Advanced Emergency Medicine Training Program (AEMTP) Entry Pathway 3 Form and be approved by ACEM.

D5.2 Enrolment as a Trainee

D5.2.1 Applications to enrol in the AEM (Advanced) Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D5.2.2 Former EMAD or AEM (Advanced) trainees of the College who wish to re-enrol as a trainee in the AEM (Advanced) Training Program must do so pursuant to the provisions of the *Policy on Former FEMTP, IEMTP, and AEMTP Trainees Re-entering the Associateship Training Programs*.

D5.2.3 To be eligible to commence the AEM (Advanced), medical practitioners must not be enrolled in the FACEM Training Program, AEM (Foundational) Training Program, AEM (Intermediate) Training Program, or Associateship in Pre-hospital and Retrieval Medicine (A(PHRM)) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D5.3 Medical Registration

D5.3.1 Except as specified elsewhere in these Regulations, at the time of enrolment and at all times while undertaking the AEM (Advanced) Training Program, trainees are required to hold:

(a) General or specialist-only registration with the MBA – for trainees in Australia;

(b) General scope registration with the MCNZ – for trainees in New Zealand; or

(c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the AEM (Advanced) Training Program.

D5.3.2 Applicants that hold specialist-only registration must provide the College with a copy of an offer of employment for their first supervised training placement in an Adult or Mixed Emergency Department at the time of enrolment in the AEM (Advanced) Training Program.

D5.3.3 Trainees enrolled in the AEM (Advanced) Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D5.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D5.3.1 apply to those undertaking AEM (Advanced) training in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

D5.3.4 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

D5.3.5 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this Regulation D5.3 and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the AEM (Advanced) Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the AEM (Advanced) Training Program.

D5.4 Training Program Fees

D5.4.1 Except with the prior approval of the College, AEM (Advanced) Training Program trainees, regardless of whether training full-time or part-time, must pay the full AEM (Advanced) Training Program fee at the time of enrolling in the program.

D5.4.2 AEM (Advanced) trainees may apply to the College to pay the AEM (Advanced) Training Program fee by instalments.

D5.4.3 AEM (Advanced) trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the AEM (Advanced) program while the training program fee or any other amounts owing to the College remain unpaid.

D5.5 Satisfactory Completion of the AEM (Advanced) Training Program

D5.5.1 Except as specified elsewhere in these Regulations, trainees who successfully complete the AEM (Advanced) Training Program will have satisfactorily completed the following requirements dependent on their AEMTP Entry Pathway:

D5.5.2 For trainees entering under AEMTP Entry Pathway 1, all requirements as follows:

(a) All requirements as outlined in D5.5.4; and

(b) All requirements as outlined in D4.5.3; and

(c) All requirements as outlined in D3.5.1.

D5.5.3 For trainees entering under AEMTP Entry Pathway 2, all requirements as follows:

(a) All requirements as outlined in D5.5.4; and

(b) All requirements as outlined in D4.5.1.

D5.5.4 For trainees entering under AEMTP Entry Pathway 3, all requirements as follows:

(a) six (6) FTE months of supervised training in an Emergency Department, including at least eight (8) weeks FTE working at a multi-FACEM (i.e. not less than 2.5 FTE FACEM) site where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D5.7.4.1;

(b) online learning modules and associated completion requirements as prescribed (refer Regulation D5.8);

(c) Workplace-based Assessments as prescribed (refer Regulation D5.9):

(d) certification in prescribed workshops (refer Regulation D5.10);

(e) meetings and associated completion requirements as prescribed (refer Regulation D5.11);

(f) the AEM (Advanced) Examination;

(g) the completion of the EMATP Graduate Survey (Part One); and

(h) any other requirements or variations of the above as prescribed from time to time.

D5.6 Timeframe for Completion of the AEM (Advanced) Training Program

D5.6.1 Enrolment as a trainee commences in accordance with Regulation D5.2 and continues until the trainee satisfactorily completes the requirements of the AEM (Advanced) and is eligible to become an Associate (Advanced), formally withdraws from the AEM (Advanced) Training Program or is removed from the AEM (Advanced) Training Program.

D5.6.2 Except as provided for elsewhere in these Regulations, trainees entering the AEM (Advanced) Training Program under AEMTP Entry Pathway 1 must complete all requirements of the program and be eligible for election to membership of the College as an Associate (Advanced) within six (6) calendar years of the date of enrolment as a trainee. This six (6) year period is inclusive of all leave taken and any periods of interrupted training.

D5.6.3 Except as provided for elsewhere in these Regulations, trainees entering the AEM (Advanced) Training Program under AEMTP Entry Pathway 2 must complete all requirements of the program and be eligible for election to membership of the College as an Associate (Advanced) within four (4) calendar years of the date of enrolment as a trainee. This four (4)-year period is inclusive of all leave taken and any periods of interrupted training.

D5.6.4 Except as provided for elsewhere in these Regulations, trainees entering the AEM (Advanced) Training Program under AEMTP Entry Pathway 3 must complete all requirements of the program and be eligible for election to membership of the College as an Associate (Advanced) within two (2) calendar years of the date of enrolment as a trainee. This two (2)-year period is inclusive of all leave taken and any periods of interrupted training.

D5.7 AEM (Advanced) Training

D5.7.1 Training Time Requirements

D5.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Adult or Mixed Emergency Department(s).

D5.7.1.2 For the purposes of Regulation D5.7.1.1 ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D5.7.1.3 Cognisant of Regulation D5.6, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D5.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the AEM (Advanced) Training Program.

D5.7.1.5 To be eligible to have a placement certified, trainees must satisfactorily complete at least 80% of their time in that placement in an Adult or Mixed Emergency Department(s) with the remaining 20% permitted to be spent in approved theatre, intensive care unit or anaesthetics setting(s) or other discipline related to Emergency Department(s) to the satisfaction of the EMCA Committee, including but not limited to a Paediatric or Eye and Ear Emergency Department.

D5.7.1.6 Trainees must complete at least eight (8) FTE weeks of supervised training in an Emergency Department at a multi-FACEM site (i.e. not less than 2.5 FTE FACEM) where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D5.7.4.1.

D5.7.2 Part-Time Training

D5.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.5 FTE. Part-time training of less than 0.5 FTE will not be considered for certification.

D5.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the AEM (Advanced) Training Program as a whole and as applicable to their circumstances.

D5.7.3 Leave from Training

D5.7.3.1 (a) Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

(b) Trainees may take additional period(s) of leave from training over that outlined in Regulation D5.7.3.1(a) where that leave is for the purpose of parental leave.

D5.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

D5.7.3.3 Periods of leave greater than that permitted under Regulation D5.7.3.1(a) require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D5.7.3.4 Trainees who seek to take leave from training for the purposes of parental leave are required to provide documentation to the satisfaction of the College that clearly sets out the dates of their parental leave and will have their training program due date extended by the duration of the parental leave taken.

D5.7.4 Supervision of Training

D5.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the AEM (Advanced) Training Program. The Primary Supervisor must be a Fellow of the Australasian College of Emergency Medicine (FACEM) who is working at a minimum of 0.5 FTE in the emergency department in the same health service and, where applicable, site as the trainee, who is compliant with the requirements of the ACEM CPD Program and has satisfactorily completed the ACEM Associateship Supervisor Course or have attended an ACEM DEMT or Local WBA Coordinator Orientation or FACEM Assessor Workshop.

D5.7.4.2 Not less than 30 per cent of a trainee's AEM (Advanced) training must occur under the direct clinical supervision of an ACEM Member who may or may not be the trainees Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM or
- an Associate (Advanced) member who has satisfactorily completed the ACEM Associateship Supervisor Course.

D5.7.5 Training Sites

D5.7.5.1 AEM (Advanced) training may be undertaken in an emergency department with at least one (1) Fellow of the College (i.e. FACEM), who works 1.0 FTE in the department, or the equivalent, where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D5.7.4.1.

D5.7.6 Removal from the AEM (Advanced) Training Program

D5.7.6.1 Unless the Emergency Medicine Associateship Training Programs (EMATP) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the AEM (Advanced) Training Program if they:

(a) fail to complete the requirements of the AEM (Advanced) Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;

(b) do not pass the AEM (Advanced) Examination within the maximum three (3) attempts;

(b) fail to pay all applicable fees by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due;

(c) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation D5.3;

(d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D5.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the AEM (Advanced) Training Program without further notice.

D5.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the AEM (Advanced) Training Program. Any removal from the AEM (Advanced) Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D5.7.6.4 At least 28 days prior to the meeting of the EMATP Committee at which a trainee is to be considered for removal from the AEM (Advanced) Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the AEM (Advanced) Training Program;
- the date on which their removal from the AEM (Advanced) Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's Exceptional Circumstances and Special Consideration Policy), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMATP Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the AEM (Advanced) Training Program is to be considered.

D5.7.6.5 The EMATP Committee may make one of the following decisions:

(a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the AEM (Advanced) Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.

(b) That, on the basis of the materials presented to it, the trainee be removed from the AEM (Advanced) Training Program.

D5.7.7 Suspension from Training

D5.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the AEM (Advanced) Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the AEM (Advanced) Training Program, and shall not:

(a) be entitled to undertake any assessment associated with the AEM (Advanced) Training Program;

(b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the AEM (Advanced) Training Program;

(c) hold themselves to be a trainee of the AEM (Advanced) Training Program; or

(d) be entitled to any benefits or entitlements under the AEM (Advanced) Training Program.

D5.7.7.2 Pursuant to the provisions of Regulation D6 and upon an application by the trainee, the Board, Council of Education or a Committee convened for such purpose may determine to lift a trainee's suspension from the AEM (Advanced) Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board, Council of Education or Committee, as applicable.

D5.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the AEM (Advanced) Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board, Council of Education or Committee determines otherwise, be considered as an interruption to training.

D5.8 Online Learning Modules

D5.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency online learning modules as from time to time updated by the College; and
- the ACEM Ultrasound Modules as from time to time updated by the College.

D5.9 Workplace-Based Assessments

D5.9.1 Trainees are required to satisfactorily complete the following Workplace-Based Assessments (WBAs):

- three (3) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- three (3) Direct Observation of Procedural Skills (DOPS)#;
- Procedural Checklist^;
- one (1) Direct Observation of Communication Skills;
- two (2) Clinical Lead Shift reports; and
- one (1) Quality Improvement Activity.

* Refer Mini-CEX requirements as set out in Associateship in Advanced Emergency Medicine Curricula

\# Refer DOPS requirements as set out in Associateship in Advanced Emergency Medicine Curricula

^ Refer Procedural Checklist as set out in Associateship in Advanced Emergency Medicine Curricula

D5.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor.

D5.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter, the trainee's Primary Supervisor must approve the completed assessment.

D5.9.4 Individual procedures on the procedural checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.

D5.9.5 Start of Placement Meeting, Reflection Meetings and CbD may be completed by real-time video conference with patient consent, assurance of confidentiality and at the discretion of the supervisor.

D5.9.6 The Direct Observation of Communication Skills must be assessed by a FACEM, the Primary Supervisor, or a Direct Clinical Supervisor

D5.9.7 The Clinical Lead Shift Report must be assessed by a FACEM, the Primary Supervisor, or a Direct Clinical Supervisor.

D5.9.8 The Quality Improvement Activity can be completed in one of the following three ways:

- an Audit, which must be assessed by the trainee's Primary Supervisor; or
- a Clinical Pathway/Guideline/Policy update or development, which must be assessed by the trainee's Primary Supervisor; or
- a Morbidity and Mortality (M&M) Meeting Presentation, which may be assessed by a trainee's Primary Supervisor or a Direct Clinical Supervisor.

D5.10 Emergency Skills Workshops

D5.10.1 Trainees are required to satisfactorily complete and attain certification in the following workshop equivalent, as determined by ACEM, for trainees based in Aotearoa New Zealand or outside Australasia, or attain exemption from this requirement:

(a) ACEM Associate Supervisor Course.

D5.10.2 Workshop Exemption

D5.10.2.1 Trainees seeking an exemption under Regulation D5.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D5.10.2.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the AEM (Advanced) Training Program.

D5.10.2.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College

D5.11 Required Meetings

D5.11.1 Trainees are required to complete a *Start of Placement Meeting* with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.

D5.11.2 Trainees are required to complete a *Reflection Meeting* with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking their supervised training.

D5.11.3 Where a trainee fails to submit the relevant form(s) by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

D5.12 AEM (Advanced) Examination

D5.12.1 Eligibility

D5.12.1.1 To be eligible to sit the AEM (Advanced) Examination:

(a) trainees entering the program pursuant to regulation D5.1.3 **or** D5.1.4 must have completed a minimum of four (4) FTE months of supervised training as per regulation D5.7.1.1.

(b) trainees entering the program pursuant to regulation D5.1.5 must have successfully completed:

- the AEM (Intermediate) Examination;
- a minimum of four (4) FTE months of supervised ED training as per regulation D5.7.1.1; and
- six (6) FTE months of supervised training as per regulation D4.7.1.1.

(c) trainees entering the program pursuant to regulation D5.1.6 must have successfully completed:

- the AEM (Foundational) Examination;
- the AEM (Intermediate) Examination;
- a minimum of four (4) FTE months of supervised ED training as per regulation D5.7.1.1; and
- six (6) FTE months of supervised training as per regulation D4.7.1.1.

(d) trainees entering the program pursuant to Regulation D5.1.7 must have successfully completed:

- the AEM (Foundational) Examination;
- the AEM (Intermediate) Examination;
- a minimum of four (4) FTE months of supervised ED training as per Regulation D5.7.1.1;
- six (6) FTE months of supervised training as per Regulation D4.7.1.1; and
- six (6) FTE months of supervised training as per Regulation D3.7.1.1.

D5.12.1.2 The candidate must also:

(a) be a registered AEM (Advanced) trainee of the College; and

(b) have no financial debts to the College.

D5.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the examination are able to apply to sit the next scheduled examination.

D5.12.2 Examination Applications

D5.12.2.1 Applications to attempt the AEM (Advanced) Examination must be made on the appropriate prescribed form and must be accompanied by:

(a) payment of the prescribed examination fee, and

(b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the AEM (Advanced) Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D5.12.3 Examination Arrangements

D5.12.3.1 The AEM (Advanced) Examination is held two (2) times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D5.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D5.12.4 Examination Attempts

D5.12.4.1 The maximum number of attempts at the AEM (Advanced) Examination will be three (3).

D5.12.5 Withdrawal

D5.12.5.1 Candidates withdrawing from the AEM (Advanced) Examination must notify the College in writing on the prescribed form. Verbal notification will not be accepted.

D5.12.6 Exclusion from Examinations

D5.12.6.1 Candidates who login 30 minutes or more after the scheduled starting time of the AEM (Advanced) Examination will be excluded from the examination.

D5.13 Certification and Admission Fee

D5.13.1 To be eligible to apply for certification as an Associate (Advanced) of the College, trainees must have satisfactorily completed the requirements of Regulation D5.5.

D5.13.2 It is the responsibility of the trainee to submit an application for admission as an Associate (Advanced) to the College.

D5.13.3 An application for admission as an Associate (Advanced) must be made using the appropriate form, together with payment of the required fee. Applications for admission as an Associate (Advanced) will not be processed until the application fee has been processed.

D5.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Associates.

D5.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D6 Reinstatement to the Associateship Training Programs

D6.1 Application for Reinstatement to the Associateship Training Programs

D6.1.1 Any trainee who was suspended from a training program pursuant to Regulation D1.7.7, D2.7.7, D3.7.7, D4.7.7 or D5.7.7 as applicable, may apply to have such suspension lifted and be reinstated to the applicable training program.

D6.1.2 Without limiting the requirements of College Regulations and policies, an applicant who has been suspended, whether automatically or by resolution of the Board and/or Council of Education as applicable, must, at the time of making an application:

D6.1.2.1 provide the Council of Education with a written statement that:

(a) includes a detailed account of the relevant conduct and practice of the applicant since the time of suspension of their training;

(b) specifies any mitigating circumstances;

(c) if relevant, specifies any punishment imposed by a Court or regulatory body, together with its secondary effects, in connection with the offence, event or matter to which the suspension of their training related;

(d) if relevant, is supported by evidence of remorse, contrition and acceptance of responsibility for the offence, event or matter to which the suspension of their training related;

(e) provides details of any restriction, condition or limitation affecting the applicant's medical registration in any jurisdiction;

(f) states why, in the applicant's opinion, the suspension should be lifted; and

(g) such other information as the Council of Education may require; and

D6.1.2.2 agree in writing to pay to the College the reasonable costs and expenses of their reinstatement, including, but not limited to, the non-refundable reinstatement fee set by the Board for this purpose.

D6.2 Consideration of an Application for Reinstatement

D6.2.1 In relation to any application for reinstatement pursuant to Regulation D6.1, the Council of Education may:

D6.2.1.1 at its sole discretion, seek or obtain any other information, records or reports from any other person, body or institution relevant to the application; and/or

D6.2.1.2 convene or seek to convene a meeting with the applicant.

D6.2.2 A decision of the Council of Education (or a Committee convened by the Council for that purpose) to accept or reject an application for reinstatement to an Associateship Training Program as applicable is not effective unless:

(a) the applicant has been given a notice of the resolution to be considered by the Council of Education (or the Committee) and a copy of any business papers circulated regarding the resolution not less than 14 days prior to the date of the meeting. If the business papers do not contain particulars of any allegations supporting the resolution that is to be considered, a statement setting out those allegations must be given;

(b) the applicant has been permitted to make submissions to the meeting in writing and orally;

(c) the applicant is given an opportunity to respond to any matters raised in the meeting. The Council of Education (or the Committee) may ask the applicant to leave the meeting during its deliberations once submissions from all interested parties are complete; and

(d) notice of the decision of the Council of Education (or the Committee) is given promptly to the applicant specifying the grounds upon which the application was accepted or rejected.

D6.2.3 In circumstances where the Council of Education (or the Committee) determines to accept an application for reappointment or reinstatement, the Council of Education (or the Committee) shall also determine the total fees payable to the College as well as the training and assessment requirements, if any, to be completed and, subject to Regulation D1.7.7.3, D2.7.7.3, D3.7.7.3, D4.7.7.3 or D5.7.7.3 as applicable, the timeframe within which they must be completed.

D6.3 Appeal

D6.3.1 Any decision of the Council of Education (or the Committee) in connection with an application for reinstatement will be final, conclusive and binding.

D6.4 Delegation

D6.4.1 The Council of Education may at its discretion direct any application for reinstatement to the Board for consideration under these regulations and any reference to the Council of Education shall instead be taken to be the ACEM Board.

D6.4.2 The Council of Education may delegate its powers, including powers under this Regulation, to deal with any application for reinstatement to other entity(ies), or members thereof, as it may determine. Other than where the powers are delegated to a Committee convened pursuant to Regulation D6.2.2 or the Board pursuant to Regulation D6.3.1 above, any decision of an entity(ies) shall be subject to ratification by the Council of Education.

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