Eligibility for Fellowship Written Examination

Candidates must meet the following eligibility criteria by the application closing date:

- be a registered and financial trainee of the College; and
- hold current registration to practice medicine in Australia or New Zealand; and
- have progressed to Late Phase Advanced Training in the FACEM training programme, including the successful completion of all of the ‘Early-Phase’ WBA requirements, which includes completion of at least 12 months (of the 30 month minimum) of accredited ED time in Advanced Training.

Determination of Eligibility

Eligibility for the examination is determined at the application closing date. Candidate eligibility will be determined based on the following:

a) all eligibility criteria were satisfied at the application closing date and continue to be satisfied; and
b) the candidate is able to demonstrate that all eligibility criteria are satisfied. This includes the successful completion of the Early Phase WBA requirements or equivalent as outlined in the 2015 Training Programme transition arrangements.

Closing Date for Applications

The closing date for examination applications is shown on page 1 of the online application form under ‘key dates’. All applications must reach the College office by online application by close of business on the application closing date. No applications received after the closing date will be accepted for any reason.

When an application will not be accepted

An application will not be accepted at the time of submission if:

- any of the eligibility criteria have not been successfully completed;
- all parts of the application form have not been fully completed.

When candidature will be terminated by the College

Candidature will terminate in the following circumstances:

- if the candidate ceases to be an ACEM trainee for any reason;
- if any outstanding fees (of whatsoever nature) are not paid in full by the date requested by the ACEM Accounts Department;

Where this happens, the candidate is notified by email. The Council of Education will not consider the eligibility of any such candidate to sit the examination.

Responsibilities of Candidates

- Candidates must ensure that all outstanding fees, including the Annual Registration Fee (ARF), are paid and documentation is provided by the application closing date of the examination.
• Candidates must maintain effective channels of communication with the College at all times by providing an up-to-date email address.
• Candidates should keep a copy of their electronic application confirmation which will be sent via email once submission is complete. If you do not receive a response to your application you should make enquiries to the College.
• Candidates are required to notify the College by email (fellowship.exam@acem.org.au) immediately if there is any change to any of their contact details provided in the application. It is very important to keep all contact details, including workplace details, current via the member portal.
• Candidates are required to notify the College immediately if they will not be contactable for any reason prior to the examination (e.g. if temporarily out of the country) and to ensure that all matters which may be outstanding have been finalised beforehand. No extensions beyond the application closing date will be granted for any reason.
• Candidates must ensure that all applicable deadlines are fully complied with or met.
• Candidates are required to keep themselves fully informed and up to date with the College’s training structure including all relevant training and assessment requirements, regulations and policies. This includes the specific information relating to the upcoming changes to the ACEM training program which can be found on the ACEM website.

Withdrawal from Examination

• To withdraw from the examination, ACEM must be notified by email using the appropriate form, which can be found on the ACEM website. Verbal notification will not be accepted.
• A full refund of the examination fee may be granted if a request for refund is made prior to the application closing date of the examination.
• A candidate who fails to present to any part of the Fellowship Examination or withdraws after the application closing date of the examination, is not entitled to any refund of the fee, except in exceptional circumstances for which necessary documentation should be provided as requested by the College.
• Any paid application fees will not “hold over” to a subsequent sitting of the examination.

Annual Practising Certificate

It is the Candidate’s responsibility to ensure their annual practising certificate and medical registration is current at the time of the examination, and that there are no conditions or other limitations on their medical registration, other than those previously approved by the College. If the Candidate’s annual practising certificate or medical registration is not current (or has conditions or registrations not approved by the College) at the time of the examination, they will not be allowed to proceed with the examination or their result(s) may be void.

Availability of Written Locations

Written examinations will routinely be held in the following locations only:

• Auckland
• Adelaide
• Brisbane
• Melbourne
• Perth
• Sydney