

Trainees must ensure that the Application for Admission to Fellowship form, all training requirements and the relevant training forms have been completed and received by the College by the closing date for training documents. Failure to submit training forms may result in the delay of Fellowship admission.

Closing date for application to Fellowship & training documents	Education Committee ratification	RANZCP Board admission
7 January 2019	17 January 2019	30 January 2019
7 February 2019	18 February 2019	28 February 2019
4 March 2019	15 March 2019	29 March 2019
1 April 2019	12 April 2019	29 April 2019
6 May 2019	20 May 2019	31 May 2019
7 June 2019	17 June 2019	29 June 2019
3 July 2019	15 July 2019	30 July 2019
9 August 2019	19 August 2019	30 August 2019
2 September 2019	12 September 2019	26 September 2019
7 October 2019	17 October 2019	31 October 2019
6 November 2019	15 November 2019	29 November 2019
2 December 2019	9 December 2019	19 December 2019

**The RANZCP Board approved admission to Fellowship process for all trainees is detailed on the Admission to Fellowship Procedure and a summary is provided below:**

Trainees apply for admission to Fellowship using the prescribed [Application for Admission to Fellowship form](#) [PDF; 242 KB] once all training requirements and assessments are complete.

Trainees must ensure that the Application to Fellowship form and all training requirements have been completed by the closing date for training documents as listed on this schedule.

At time of application, trainees are required to:

- ensure all training requirements are complete and documented on the training record
- pay the Fellowship application fee
- submit a current copy of their medical registration
- complete a personal declaration located on the Application for Admission to Fellowship form
- have their application proposed and seconded by two RANZCP Fellows
- ensure all College Training fees be paid to be considered for Fellowship. Trainees on an approved payment plan must be up to date with payment.

On receipt of the Application for Admission to Fellowship form, the trainee's record will be audited to ensure that all training requirements have been satisfied. Applications will not proceed if there are any outstanding documentation or fees. This may result in the application being considered at a future admission cycle.

Applications which have satisfied all requirements will be tabled at the Education Committee for ratification. Where a trainee has made a disclosure on their application, the declaration will be reviewed by the Education Committee alongside their Fellowship application.

Following Education Committee ratification, the Membership and Events department will contact the applicant regarding payment of the Fellowship subscriptions (calculated pro-rata).

On receipt of subscriptions, trainee names are submitted to the Board for admission. If the subscriptions are not received by the College in the timeframe provided, the application may be delayed until the next Fellowship admission cycle.

Newly admitted Fellows will receive confirmation of admission from the Membership and Events department shortly after the Board admission dates listed on the Admission to Fellowship Schedule. Fellows can use the FRANZCP post nominals from this point.

Fellowship Certificates will be issued by the College's Membership and Events department.

<b>Contact: Jackie Mottica, Manager, Training and Development</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
21/08/2008	1.0	FAC	New document
22/06/2013	2.0	Board	Interim update to reflect new governance model.
14/03/2014	2.1	EC	Alteration regarding failure to submit NOI within required period.
18/10/2015	3.0	Board	Updated document to reflect new Fellowship process implemented from January 2016.
05/12/2017	3.1	N/A	Document revised for clarity and to add the 2018 Fellowship dates. No changes made to the admission process.
14/02/2018	3.2	N/A	Clarified Application for Admission to Fellowship form must be submitted by training documents closing date.
01/11/2018	4.0	N/A	Document revised to align with the Board approved admission to Fellowship procedure and to include 2019 dates.