



PRIMARY EXAMINATION – 2010.1

NOTE: You must be registered with ACEM as a trainee and have a College membership number to apply for the Primary Examination. If you have not yet registered, you must do so before **12 November 2009** for the 2010.1 examination (see *Terms of Candidature*, page.3).

CLOSING DATE FOR APPLICATIONS – 25 January 2010

Faxed and incomplete applications will not be accepted. Late applications will NOT be accepted.
 Applications received after close of business on the Closing Date will not be accepted.

EXAMINATION DATES:	24 – 26 March 2010	Closing date for finalization of outstanding matters:	25 January 2010
EXAMINATION VENUE:	Sydney	Closing date for withdrawal without penalty:	25 January 2010

1. PERSONAL INFORMATION

ACEM Membership No: _____ Date of Birth: _____

Family Name: _____

First Name: _____ Middle Name: _____

Preferred Name (if different from First Name): _____

2. CONTACT INFORMATION

Residential/Home Address: _____

Suburb/City: _____ State / Country: _____

Postcode: _____ Mobile: _____

Home Phone: _____ Work Phone: _____

Hospital where employed: _____

Email: _____

Contact person in case of emergency: _____ Contact No: _____

3. SUBJECTS TO BE ATTEMPTED

Please tick subject/s to be attempted: Entire Examination **OR** Subject(s) Anatomy Physiology Pathology Pharmacology

4. ATTACHMENTS

Each of the items specified overleaf (including payment) **MUST** accompany this application.
 If any item is not provided, duly attested or a signature is not provided in Items 4A, 5 & 6 (if applicable), the application will **NOT** be accepted.

4A TWO (2) COLOUR PHOTOGRAPHS OF APPLICANT (identical)

Photo 1

Attach one photograph in the place specified opposite.

The applicant is to sign where indicated in the presence of a FACEM, who is then to complete the attestation.

FACEM's ATTESTATION

I certify that this is a true photograph of the applicant named below:

.....
(print name of applicant on above line)

and that the signature below the photograph was signed by him/her in my presence.

Signed
& Dated.....

Attach a Passport-Sized and Quality Photo Here

Width: 35-40 mms
Height: 45-50 mms

- Both photographs must be identical and must meet the Photo Guidelines on page 3.
- Applications will not be accepted if they are not attached or are not certified as prescribed.

Photo 2

This photograph must be certified by the FACEM (the one who attested in 4A) as being a true photograph of the applicant.

The following attestation must appear on the back of the photograph

*I certify that this is a true photograph of the applicant.
Signed (print name of FACEM below signature)*



Applicant to sign signature (in presence of attesting FACEM) within limits of the box

4B ANNUAL PRACTISING CERTIFICATE

- A copy of your current Australian or New Zealand annual practicing certificate must be attached.
- The certificate must be current as at the date examination applications close.
 - All photocopies must be certified by a **FACEM** in the following (or similar) manner -

*I certify that this is a true copy of the original document.
Signed (print name of FACEM below signature)*

5. DECLARATION

I certify the following - 1) I am the person named in this application; 2) I am the person in the attached photographs; and 3) the information I have provided in this application is true and correct.

I acknowledge that I have read and understand the *Terms of Candidature* on page 3 of this form and agree to abide by them. I also acknowledge that my failure to honour certain terms or to meet applicable deadlines could adversely affect or terminate my candidature.

Signature: Date:

6. PAYMENT DETAILS

Anatomy	(\$114)	\$	<input type="checkbox"/>	Cheque, Bank Draft, or Money Order	<input type="checkbox"/>		<input type="checkbox"/>	
Pathology	(\$114)	\$						
Physiology	(\$114)	\$						
Pharmacology	(\$114)	\$						
Subtotal		\$	+ Base Fee	\$ 1,174.00	=	Total Payment Amount (AU) \$		

Name on Card ACEM Membership No: Cardholder's Signature

TERMS OF CANDIDATURE

Eligibility for Primary Examination

You must be registered with ACEM as a trainee and have a College membership number to apply for the Primary Examination. Your registration must have been effected prior to the date shown at the head of page 1 of this application.

When an application will NOT be accepted

An application will not be accepted if –

- the applicant is not a registered trainee of ACEM;
- all parts of the application form have not been fully & legibly completed and signed;
- all specified attachments do not accompany the application;

When candidature will be terminated by the College

Candidature will terminate in the following circumstances –

- if the candidate ceases to be a trainee for any reason;
- if all outstanding fees (of whatsoever nature) are not paid by the closing date of the examination,
- if a payment (whether by credit card or cheque) is declined by the bank;
- if any documentation required does not accompany the application. *

Where this happens, the candidate is notified by registered mail.

Note *: An exception may be considered where an Annual Practising Certificate is at that time in the process of renewal by the relevant authority, in which case a written explanation and request must be made by the candidate.

General Terms

- None of these Terms of Candidature may be waived or varied without the express written consent of the College.
- In the absence of advice to the contrary, all communications or correspondence with candidates will be directed to the residential/home address or telephone numbers or email (as the case may be) given on the application form.
- In the absence of persuasive evidence to the contrary, correspondence mailed to a candidate at the nominated address will be deemed to have been delivered to the candidate.
- The College will not be responsible for any lack of contact with a candidate due to failure on the part of the candidate to maintain effective channels of communication.

Responsibilities of Candidates

- Candidates must ensure that all outstanding fees – including the Annual Registration Fee (ARF) – are paid and documentation is provided by closing date of the examination.
- Candidates must maintain effective channels of communication with the College at all times.

- The College is not responsible for the loss of any mail. Candidates should keep a copy of their application as well as proof of mailing (Express Post recommended). If you do not receive a response to your application within three weeks, you should make enquiries to the College.
- Candidates are required to notify the College in WRITING immediately if there is any change to any of the “personal details” provided on the application form.
- Candidates are required to notify the College in WRITING immediately if they will not be contactable for any reason prior to the examination (eg. if temporarily out of the country) and to ensure that all matters which may be outstanding have been finalized beforehand.
- Candidates must ensure that all applicable deadlines are fully complied with or met.

Withdrawal from Examination

- Candidates may withdraw from the whole examination or individual subject(s) without penalty up to the closing date of the examination. Individual subjects CANNOT be held over to the next examination.
- To withdraw from the examination, the College must be notified in writing on FORM GT-41. Verbal notification is insufficient.
- A refund of the examination fee will NOT be given when withdrawal from part or whole of the examination after the closing date of the examination, unless a medical certificate is provided (in which case up to 90% of the fee may be refunded or held over).

Photo Guidelines

Your photographs must meet the following criteria –

- they must be identical;
- they must be in colour;
- they must be of passport-quality;
- they must be within 45-50mm high and 35-40mm wide;
- they must be no more than 12 months old;
- they must show your head and the top of your shoulders close-up
- they must show you facing and looking directly at the camera
- they must show your eyes open and clearly visible.

Payment Details

Cheque: If paying by cheque, it must be drawn on an Australian bank in Australian dollars.

Bank Draft: These may be drawn by an international bank, but must specify a bank in Australia for presentation and must be denominated in Australian dollars.

Credit Cards: Only Visa and MasterCard are accepted.

Cardholder's Signature: If paying by credit card, please ensure that payment is authorized by the cardholder's signature.