

RACP Training Application

Definition: An online form used to facilitate the application process for RACP training programs by capturing trainee details and verifying eligibility.

Purpose: The training application supports trainees to:

- Confirm that they meet program requirements, including eligibility criteria
- Provide essential details for program enrolment, ensuring compliance with RACP standards
- Establish a formal foundation for their training pathway, enabling access to program resources and support



Step 1

Initial preparation

- Confirm eligibility**
Ensure you meet the eligibility criteria as per the [program requirements](#)
- Verify training setting**
Confirm you are employed by an [accredited hospital](#)
- Review key dates**
Check application dates and deadlines for the program to ensure timely submission

Step 2

Accessing RACP systems

Before logging into RACP systems for the first time, follow these steps:

1. Set up new user access

- Complete new user form:** [Submit this form](#) to receive your RACP User ID and password
- Activate Multi-Factor Authentication:** Follow the [instructions](#) to secure your account

2. Review technical specifications

Check the [TMP Information Sheet](#) for any system or firewall requirement to avoid technical issues

Step 3

Submitting your application

New trainees entering the program for the first time are required to submit a Training Application.

- Complete the Training Application**
Access the form via the [Training Management Platform \(TMP\)](#) to submit your application online

The application form will be reviewed by the RACP staff. You will be able to track the status of your application through the TMP. This remains valid for the duration of the program.

You can submit your rotation information and complete assessments while you wait for your application to be approved.

Trainee

Submitting a Training Application on TMP

1. Login to the TMP
2. Click Application on the top navigation bar



3. Click on 'Apply for Training Program'
4. On the New Training Application page, click on the **search icon**



5. In the pop up, choose your Advanced Training program and click 'select'
6. Click on 'Save and Next'

Medical Registration

7. Select 'Medical Registration Authority' from the drop down box
8. Populate **First name, Last name** and **Medication Registration Number**
9. Click on 'Validate Registration Number' and allow time for validation

Eligibility Criteria

10. View the criteria, then click 'Save and Next' if no errors appear

Eligibility Criteria

11. For each criterion, select 'Respond to Requirement'
12. Fill in the **Criteria Response** field
13. Add any required documents via 'Add Files'
14. Once you have completed your **Criteria Response** and attached documents, click on 'Submit'

Application Eligibility Criteria

Name	Description	Criteria Response	Eligibility Criteria Status/Evidence	Actions
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or		Not Assessed	<input type="button" value="Respond to Requirement"/>

Click here

12. Navigate to the **Declarations** page
13. Tick all checkboxes, add any comments, attach documents if needed
14. Click 'Save and Next'

Summary and Submit

17. Review your application in the **Summary** page
18. Click on 'Submit' to finalise the application.

The application will be sent to the RACP for approval