# **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: <u>Submit this</u> 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 <u>TMP Information Sheet</u> 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.

# NEW ©URRICULA Apply to an RACP Advanced Training Program

# **TMP Quick Reference Guide**

Submitting a Training Application on TMP         1. Login to the TMP         2. Click Application on the top navigation bar         Image: Submitting a Training Application on TMP         3. Click on 'Apply for Training Program'         4. On the New Training Application page, click on the	P Eligibi 11. For 12. Fill 13. Ad 14. On clic Application E	i <b>ty Criteria</b> each criterion, se in the <b>Criteria Re</b> d any required doo ce you have comp k on 'Submit' igibility Criteria	elect 'Respond sponse field cuments via 'A bleted your <b>Cri</b>	to Requireme dd Files' <b>teria Respon</b>	ent' <b>se</b> and attache	ed documents,
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<ul> <li>6. Click on 'Save and Next'</li> <li>Medical Registration</li> <li>7. Select 'Medical Registration Authority' from the drop down box</li> <li>8. Populate First name, Last name and Medication Registration</li> <li>9. Click on 'Validate Registration Number' and allow time for validate</li> </ul>	د on Number dation	all checkboxes, ac 'Save and Next'	dd any comme	ents, attach do	cuments if nee	eded
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The application will be sent to the RACP for approval