

The Australasian College of Dermatologists

Specialist Recognition

Application Checklist

The following documentation or information will be required to submit your application for Specialist Recognition:

If you do not provide these documents or if the documents you provide are not clearly legible or in full, processing of your application will be delayed.

English Translation

If you submit a document that is not in English, you must attach a word for word English translation by an authorised translation service or professional translator. Notarial translations and extracted translations are not acceptable. Alternatively, you can provide certified copies of all your documentation in English.

Item	Document	Information
1	Verification of Primary Medical Qualification(s)	Must complete this with AMC
2	Verification of Specialist Qualification(s)	Must complete this with AMC
3	Curriculum Vitae/Resume	
4	Certificates of Fellowship of your specialist medical organisations	
5	Certificate of specialist registration status	
6	Proof of completion of 12 months training as an intern	
7	Evidence of English Language Proficiency as per the Medical Board of Australia's Registration Standard	Exemptions apply
8	Number and type of examinations	
9	Subject areas of each examination	
10	Copy of dermatology training program curriculum	
11	Published research papers	<ul style="list-style-type: none"> • Copy of Journal abstract • Abstracts not in English or not translated cannot be considered
12	Evidence of participation in continuing professional development	<ul style="list-style-type: none"> • Please only include a program of activities undertaken in the last 12 months • Documents not in English or not translated cannot be considered
13	Certified copy of passport	
14	Certified copy of driver's license	
15	One current passport photograph	Must not be older than 12 months
16	Statutory declaration or certified copy of evidence of change of name	If applicable

IMPORTANT INFORMATION

ITEM	INSTRUCTIONS
English language exemption	<p>The college may grant an exemption if you can provide evidence that:</p> <ol style="list-style-type: none"> a) You undertook and completed secondary education that was taught and assessed in English in one of the countries listed below where English is the native or first language; and b) Your tertiary qualifications in the relevant professional discipline were taught and assessed English in one of the countries listed below, where English is the native or first language: <ul style="list-style-type: none"> • Australia • Canada • New Zealand • Republic of Ireland • South Africa • United Kingdom • United States of America
English language proficiency	<p>All International Medical Graduates wishing to obtain medical registration in Australia must comply with the Medical Board of Australia's (MBA) English Language Skills registration standard. More information about this standard can be found on the Medical Board of Australia website.</p> <p>The College currently accepts the following English Language Tests as per the MBA's registration standards:</p> <ul style="list-style-type: none"> • IELTS Academic module • OET • PTE Academic • TOEFL iBT • NZREX • PLAB
Proof of Identity	<p>Acceptable Documents</p> <p>You must provide a certified copy of personal details and signature pages of your passport with your application. If your passport does not have a signature, you are required to submit one of the following current/valid documents as secondary identification with your passport:</p> <ul style="list-style-type: none"> • a copy of your driver's licence (must be signed); OR • a copy of your credit/debit card (front and back, must be signed); OR • a statutory declaration to confirm all variances of your signature
Statutory Declaration/Name Variance	<p>A statutory declaration is a written statement declared to be true in the presence of an authorised witness.</p> <p>You are required to submit a statutory declaration for any of the following reasons:</p> <ul style="list-style-type: none"> • your passport, drivers licence or credit card does not contain a signature

	<ul style="list-style-type: none"> • the signature on your passport, drivers licence or credit card is not the same as the signature on your documents • any of your documents show a previous name • the name on your passport is different from the name on your qualification(s) <p>The statutory declaration must be certified by an eligible witness.</p>
Passport Requirements	<p>The certified copy of your original passport page(s) must contain the following information:</p> <ul style="list-style-type: none"> • name • nationality • date of birth (dd/mm/yyyy) • sex • place and country of birth • photograph • expiry date • passport number • signature
Photo Requirements	<p>You must provide one (1) current passport-sized colour photograph with your application.</p> <p>All passport-sized photographs must be:</p> <ul style="list-style-type: none"> • in colour • 35–40 mm wide and 45–50 mm long • good quality • sharply focused (not blurred) • not too dark and not too light • not scanned or homemade • no more than 12 months old • unmarked (no ink or marks on the edge) • in front of a plain light coloured background
Eligible Witnesses	<p>An eligible witness should do the following in the presence of the applicant:</p> <ul style="list-style-type: none"> • Certify that each document is a true copy of the original. • Certify that the photograph on photographic documentation (e.g. licence or passport) is a true likeness of the applicant. • Witness the signature of the applicant. <p>Certified documents must:</p> <ul style="list-style-type: none"> • Be initialed on every page by the eligible witness. • Annotated on the last page as appropriate e.g. “I have sighted the original document and certify this to be a true copy of the original” and signed by the eligible witness. • List the name, date of certification, and contact phone number and profession/position number (if relevant) and have the stamp or seal of the eligible witness (if relevant) applied <p>The ACD accepts the following persons as eligible witnesses in Australia as per the AMC and MBA guidelines:</p> <ul style="list-style-type: none"> • chief magistrate • police magistrate • resident magistrate

	<ul style="list-style-type: none">• special magistrate• justice of the peace• person appointed under the Statutory Declarations Act 1959,as amended, or under a state Act to be a Commissioner for Declarations• notary public• person appointed a Commissioner for Declarations under the Statutory Declarations Act 1911, or under that Act as amended, and holding office immediately before the commencement of the Statutory Declarations Act 1959. <p>The ACD accepts the following persons as eligible witnesses in countries other than Australia as per the AMC and MBA guidelines:</p> <ul style="list-style-type: none">• Justice of the Peace• Notary public• Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)• Employee of the Commonwealth or the Australian Trade Commission who works outside Australia. <p>Application forms and documents not correctly certified by an eligible witness are not legally recognised in Australia and will not be accepted.</p>
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