AMC Candidate Account Guide

International Medical Graduate (IMG): AMC candidate account Guide



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Enter your medical degree (final medical diploma/primary qualification) details	
Enter your postgraduate credential(s) and/or specialist qualification(s) details	
Evidence of Name/Signature Difference/Change or no Signature	
Different Name	
Different Signature	
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Acronyms and Glossary of Terms

Acronyms

Ahpra	The Australian Health Practitioner Regulation Agency
AoN	Area of Need
CAT	Computer Adaptive Test
ECFMG	Educational Commission for Foreign Medical Graduates
EICS	Educational International Credentials Services
FAIMER	Foundation for Advancement of International Medical Education Research
GMC	General Medical Council (UK)
IMG	International Medical Graduate
LMCC	Licentiate of the Medical Council of Canada
MBA	Medical Board of Australia
MCQ	Multiple Choice Questionnaire
MCNZ	Medical Council of New Zealand
NZREX	New Zealand Registration Examination
PESCI	Pre-Employment Structured Clinical Interview
PGY1	Postgraduate Year 1
PGY2	Postgraduate Year 2
PLAB	Professional and Linguistic Assessments Board
PSV	Primary source verification
USMLE	United States Medical Licensing Examination
WDoMS	World Directory of Medical Schools
WBA	Workplace Based Assessment

Glossary of Terms

Ahpra	The Australian Health Practitioner Regulation Agency is the national organisation responsible for implementing the National Registration and Accreditation Scheme (the National Scheme) across Australia.
Area of need	Is a geographical location where the medical needs of its population are unmet. Individual Australian State and territory governments determine their own AoN locations.
AMC Examination	Eligible — The status on the candidate's AMC candidate account to indicate eligibility to proceed with the AMC examinations process.
Status	Not Eligible — The status on the candidate's AMC candidate account to indicate inability to proceed with the AMC examinations process. This can be due to either outstanding requirements or no verification status (outsourced or verified) received for the medical degree (final medical diploma/primary qualification) in medicine and surgery.
AMC portfolio	This is an online application to the AMC for new and existing candidates. This platform allows candidates to add details of the medical degree (final medical diploma/primary qualification) in medicine and surgery and/or specialist/postgraduate qualifications to be verified for registration and/or college assessment purposes.
Authorised translation service	A registered or sworn translator; their details must appear on each translated page.
CAT	A form of computer-based test administration in which each candidate takes a unique, customised examination. The AMC Multiple Choice Examination is a CAT exam.
CAT MCQ examination authorisation	An AMC-issued document authorising an eligible applicant to schedule for one examination event covered in a 12-month period (authorisation period). Once the authorisation has been consumed and the candidate needs to resit the examination, another authorisation can be purchased to reschedule for another CAT examination.
CAT MCQ examination event	One of a number of events within a 12-month authorisation period—you can choose to sit the CAT MCQ examination at only one of the events.
Competent authority	An overseas assessment or accreditation body approved by the Medical Board of Australia, with advice from the AMC, as competent to assess for medical registration the applied medical knowledge and basic clinical skills of IMGs. List of competent authorities are available on the <u>Medical Board of Australia's</u> website.

Educational Commission for Foreign Medical Graduates	ECFMG is a member of Intealth serves international organisations and authorities involved in medical registration, licensing, and assessment by obtaining primary source verification of the medical education and registration credentials of medical graduates who completed their medical education outside their jurisdictions.
EICS ECFMG International Credentials Services	This was the verification previously used (mid 2006 to 2015). Qualifications verified through EICS verification remains valid.
Final medical diploma	Medical degree (final medical diploma/primary qualification) in medicine and surgery.
Full English translation	A word-for-word translation from the original language to English.
Intealth	Provides services that enhance and support the education and training of health care professionals, verify their qualifications required to practice, and inform the development of health workforce policies around the world.
International Medical Graduate	 obtained a medical degree (final medical diploma/primary qualification) in medicine and surgery from a an eligible medical school including confirming the degree title and graduation years are eligible as on the AMC website
	 completed additional postgraduate specialty training and examinations and is awarded specialist and/or postgraduate medical education qualifications and recognised as a specialist in the country that provided the training
Medical	 registers medical practitioners and medical students
Board of	 develops standards, codes and guidelines for the medical profession
Australia	 investigates notifications and complaints about medical practitioners
	 where necessary, conducts panel hearings and refers serious matters to Tribunal hearings
	- assesses international medical graduates who wish to practise in Australia, and
	 approves accreditation standards and accredited courses of study
Medical Degree	Final medical diploma/primary qualification in medicine and surgery
MyIntealth	Online environment for accessing services offered by Intealth and its members, ECFMG and FAIMER
Pearson VUE	Provider who delivers the AMC CAT MCQ examination in Pearson VUE test centres in Australia and internationally and where an eligible candidate can schedule for a AMC CAT MCQ exam event.
Pilot items	Non-scored items in the AMC CAT MCQ examination used to test and calibrate new questions for possible use in future examinations.
PLAB	Professional and Linguistic Assessments Board test of the General Medical Council of the UK.

Pre Employment Structured Clinical Interview	A PESCI is an objective assessment of the clinical experience, knowledge, skills and attributes of an international medical graduate to determine whether they are suitable to practice in a specific position for which they are seeking registration. The Medical Board of Australia decides whether or not a PESCI is required, based on the nature of the position and the level of risk inherent in it. The AMC accredits PESCI providers.
Primary source verification	The process to check an international medical graduates' reported credentials and qualifications. Primary sources include medical school degree certificates, specialist qualifications, postgraduate medical education credentials (specialty training or residency credentials). The AMC uses the Education Commission for Foreign Medical Graduates' service to verify each international medical graduates' qualification and credentials.
Statutory declaration	A written statement declared to be true in the presence of an eligible witness.
Workplace Based Assessment	The WBA pathway it is an alternative to the AMC clinical exam component of the Standard assessment pathway for international medical graduates. A WBA program is a structured program (minimum six months) of on-the-job assessment. It tests if the candidate has adequate and appropriate set of clinical skills and the professional qualities to practice safely within the Australian healthcare environment and cultural setting. The AMC accredits the programs of WBA providers.

About

Welcome to the AMC candidate account Guide for International Medical Graduates (IMGs).

This guide can be used by new and returning/existing candidates to:

- Check whether you are eligible for the AMC portfolio
- Assist you with your AMC applications process
- Understand what documents you will need to provide
- Continue with your pathway to achieve one or more types of registration as a medical practitioner. Use the table
 of contents to find the relevant section.

The guide includes step-by-step instructions and detailed information. Follow these steps to ensure that you meet all requirements and avoid delays. With each set of step-by-step instructions there are screen shots to show what specific pages look like:

- WDoMS website (cyan colour border)
- AMC's website (cyan colour border)
- AMC candidate account (gold/yellow colour border)
- AMC portfolio (green colour border)

You may find it useful to display bookmarks to directly access relevant sections.

We hope this guide will serve as a valuable resource, providing guidance and support as you navigate the path towards practising medicine in Australia.

Eligibility

Check to determine your assessment pathway to registration

International medical graduates (IMGs) whose medical qualifications are from a medical school outside Australia or New Zealand and who are seeking registration to practise medicine in Australia must provide evidence of eligibility to undertake one of the following pathways:

- <u>Competent Authority pathway</u>
- Standard pathway
- <u>Specialist pathway</u> (incl <u>Expedited Specialist pathway</u>)
- Short term training in a medical specialty pathway.

Use the <u>check guide</u> to determine which pathway(s) you may be eligible for.

Also refer to the <u>Medical Board of Australia's</u> (MBA) website for further information on the requirements for different registration types.

Check eligible medical schools, medical degree titles (final medical diploma/ primary qualification) and graduation years

The primary source verification of <u>medical qualifications</u> is mandated under the Health Practitioner Regulation National Law Act 2009 (National Law) for all IMGs seeking registration in any category in Australia.

The AMC uses the Education Commission of Foreign Medical Graduates (ECFMG), a member of Intealth, Electronic Portfolio of International Credentials (EPIC) rigorous primary source verification service for verifying medical credentials.

Before applying for your AMC portfolio, you must check:

- your medical school
- your medical degree title (final medical diploma/primary qualification)
- graduation year

You can check these via the check on the AMC website. Please follow these steps.

Step 1 – Confirm your medical school is eligible to proceed with your AMC portfolio

IMGs who have a medical degree (final medical diploma/primary qualification) in clinical medicine and surgery awarded by a training institution as listed on the <u>AMC website</u> are eligible to establish an AMC portfolio.

The World Directory of Medical Schools (WDoMS) is the AMC's primary source for a list of medical schools, their dates of operation, and degrees awarded. The AMC's eligibility requirements align with the eligibility requirements that ECFMG lists through its '<u>ECFMG sponsor notes</u>' in WDoMS. It is only relevant for medical institutions that issued your medical degree (final medical diploma/ primary qualification). It is not relevant for postgraduate/specialist qualifications.

Note that the information in the medical school eligibility tool is based on the most current information available and is subject to change.

Select the relevant country

by using the dropdown arrow

Count	try	
Fiji	i	\bigcirc

Select your medical school

From the results page, select your Medical School

Country	
Fiji	~
Medical Schools	
Eiji National University College of Medicine, Nursing & Health Sciences	
Umanand Prasad School of Medicine, University of Fiji	

What if I'm unable to find my medical school, degree title and/or graduation year?

Contact your medical school. An official from your medical school will need to follow the steps in <u>Requesting an ECFMG Sponsor Note</u>. If the ECFMG determines that a medical school meets the requirements, it will include an ECFMG Sponsor Note in the school's WDoMS listing._

Step 2 – Confirm the degree title and graduation year of your medical degree (final medical diploma/ primary qualification) are eligible.

Once you have selected your eligible medical school you will be directed to the World Directory of Medical School website.

Select the Program Details Tab.

orld D	virectory of M	edical Sc	hools	ž.
school				
Home	About	Sponsors	Subscription	Search
_{Home} ∍ Fiji I Scie	Search > School Details National University (nces	College of Med	licine, Nursing & Hea	New Search
Fiji				
Sc	hool Details Contact Information	Program Details Sp	ponsor Notes	
	School Type:	Public		
	Year Instruction Started:	1885		
	Operational Status:	Currently operational		
	Alternate Names:	Suva Medical School (1)	885 - 1961)	
	Academic Affiliation:	University of the South F	Pacific (Former)	
	School Website(s):	In English		
	Additional Information:	In December 1981, Fiji S signed a Memorandum of Medicine were awarded University of the South F South Pacific in 1987. In National University. The	School of Medicine and the University of of Understanding under which students the Bachelor of Medicine, Bachelor of Pacific. The first degrees were awarded February 2010, Fiji School of Medicine Fiji School of Medicine and the Fiji Sch	of the South Pacific of Fiji School of Surgery degree of the I by University of the e merged into the Fiji nool of Nursing are

In the **Program Details tab** confirm the **Qualification Title** is correct and that the graduation year of your medical degree (final medical diploma/primary qualification) is included in the **Year Instruction Began**.

School Details Contact Information Program D	Details Sponsor Notes			
Current Programs				
Current Programs Qualification Title: Bachelor of Medicine, Bachelor of Surgery (M.B.B.S.) Year Instruction Began 1982 Curriculum Duration: 6 years Language of Instruction: English Foreign Students: Foreign students are not admitted Genders Admitted: Both men and women are admitted Entrance Exam: An entrance exam is required				
School Details Contact Information	Program Details Sponsor Notes			
Current Programs				
This school offers more than one progra Program Name: Clinical Medicine (5-)	im or track leading to a medical degree. year program)			
Qualification Title:	Bachelor of Medicine			
Year Instruction Began:	1951			
Curriculum Duration:	5 years			
Language of Instruction:	Chinese			
Foreign Students:	Foreign students are admitted			
Genders Admitted:	Both men and women are admitted			
Entrance Exam:	An entrance exam is required			
Program Name: Clinical Medicine (MBBS)				
Qualification Title:	Bachelor of Medicine, Bachelor of Surgery (M.B.B.S.)			
Year Instruction Began:	1997			
Curriculum Duration:	6 years			
Language of Instruction:	English			
Foreign Students: Foreign students are admitted				
Program Name: Clinical Medicine (7-)	year program)			
• Qualification Title:	Bachelor of Medicine			
Curriculum Duration:	7 years			
Language of Instruction:	Chirese			
Program Name: Clinical Medicine (8-)	year program)			
• Qualification Title:	Bachelor of Medicine			
Curriculum Duration:	8 years			
Language of Instruction:	Chirese			

Read the Sponsor Note

It is important that your graduating year is within the range that is shown in the ECFMG sponsor note.

Sample 1

Shows graduation years from start year to current year

ne information be	low has been provided t	by the World Director	y's sponsoring orga	nizations.
anada				
 Unless indic provincial/te Canada. Fo Registration 	ated otherwise, Medical rritorial medical regulato r more information about in Canada click here.	degrees obtained fro ry authorities in Cana the acceptable medi	om this medical sch ada, and therefore a ical schools as defi	bol are acceptable to the acceptable to all medical organizations in ned in the Model Standards for Medical
 À moins d'a médecins da Canada qui telles que de 	vis contraire, les diplôme ans les provinces et terri œuvre dans le domaine éfinies dans les normes i	s de médecine de ce toires du Canada, et médical. Pour plus d modèles pour l'inscrip	ette faculté de méde par conséquent acc 'information au suje otion médicale au C	cine sont acceptables aux ordres des ceptables à toute autre organisation au et des facultés de médecine acceptables, canada, cliquez ici.
ducational Com	mission for Foreign Me	edical Graduates (E	CFMG), United Sta	ites of America
 Students an examination 	d graduates of this medi provided that:	cal school are eligible	e to apply to ECFM	G for ECFMG Certification and for
 For med For grad 	lical school students offic luates of this medical sc Graduation Years:	ially enrolled in this s nool, their graduation	school, the graduat year is included in	on years are listed below as "current". the graduation years listed below.

Sample 2

Shows specific graduation year range:

Educational Commission for Foreign Medical Graduates (ECFMG), United States of America

- Students and graduates of this medical school are eligible to apply to ECFMG for ECFMG Certification and for examination, provided that:
 - For medical school students officially enrolled in this school, the graduation years are listed below as "current".
 - For graduates of this medical school, their graduation year is included in the graduation years listed below.
 - Graduation Years: 1996 - 2003
 - The degree title of the final medical diploma the student will earn, cr the graduate has earned (and must provide), is listed in the Reference Guide for Medical Education Credentials.
 - All other eligibility requirements are met. Refer to the ECFMG Information Booklet for detailed information.

What if my degree title or graduation years don't match the information in the ECFMG Sponsor Note?

Contact your medical school. An official from your medical school will need to follow the steps in **<u>Requesting an ECFMG Sponsor Note</u>**. If ECFMG determine that a medical school meets the requirements, it will include/update an ECFMG Sponsor Note in the school's WDoMS listing.

Steps to create an AMC candidate account and establish an AMC portfolio

The AMC portfolio is an online application system to provide you with access to your personal and qualification information, including relevant verification status(es) as well as information to assist with your relevant pathway to registration.

To apply you must complete the following six steps in this order:

- <u>Step 1</u> Confirm your medical school, medical degree title and graduation year eligibility
- <u>Step 2</u> Create a MyIntealth account
- <u>Step 3</u> Create an AMC candidate account
- <u>Step 4</u> Establish an AMC portfolio
- <u>Step 5</u> Proceed with your eligible pathway
- Step 6 Qualification(s) verified

Step 1 - Confirm your Medical School, Medical Degree Title (final medical diploma/ primary qualification) and Graduation Year eligibility

International medical graduates (IMGs) whose medical qualifications are from a medical school outside Australia or New Zealand and who are seeking registration to practise medicine in Australia must provide evidence of eligibility to undertake one of the following pathways:

Your medical degree, including your medical school, medical degree title (final medical diploma/primary qualification (final medical diploma/primary qualification) in clinical medicine and surgery, and graduation year must all be eligible.

Refer to the Eligibility section - Check of eligible schools, medical degree titles (final medical diploma/ primary qualification) and graduation years.

Step 2 - Create a MyIntealth account

MyIntealth is the online platform used by the AMC to confirm that your medical credentials are authentic and acceptable. It is a service offered by the ECFMG.

Create a <u>MyIntealth account</u>. ECFMG should provide your MyIntealth ID to you within 3 business days.

Once you have your MyIntealth ID, select the required service, for verification you need to select the EPIC service. As you upload each qualification to your MyIntealth account, ensure that you nominate the AMC to receive the verification statuses. The AMC will be notified when your qualification(s) have been sent for verification (outsource notification) and will receive a verification report once the verification is complete.

The credentials required for each pathway

You must submit the following for primary source verification (PSV):

Standard Pathway (PSV, AMC assessments - AMC certificate) for general registration	Medical degree (final medical diploma/ primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees.
Competent Authority Pathway (PSV, no AMC assessment - no AMC certificate) for general registration	Medical degree (final medical diploma/ primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees.
Specialist Pathway and/ or Short-Term Training in a Medical Speciality Pathway (includes specialist recognition, specialist area of need, Expedited specialist pathway and short-term specialist training – PSV, no AMC assessment)	 Medical degree (final medical diploma/primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees. Eligible overseas issued postgraduate and specialist qualification(s). This does not apply to Australian or Australasian postgraduate/specialist credentials. NOTE: For specialist recognition, area of need and short term specialist training, check with the relevant <u>Australian/Australasian specialist</u> medical college to find out which of your postgraduate credential(s)/specialist qualification(s) are required to be submitted for verification through ECFMG and added to your AMC candidate account.
	for this pathway eligibility and requirements, refer to the <u>Expedited specialist pathway</u> <u>accepted qualifications list</u>) to find out which of your postgraduate credential(s)/specialist qualification(s) are required to be submitted for verification through ECFMG and added to your AMC candidate account.

Refer to the ECFMG website for a list of definitions of medical credential categories.

For more information about the MyIntealth account process, refer to the <u>ECFMG website</u>. Also refer to ECFMGs <u>Special Instructions for Physicians Applying to Practice in Australia</u> for important notes on credentials verified through ECFMG. If you have any questions about the MyIntealth account and verification process, please <u>contact ECFMG</u> for assistance.

Step 3 - Create and AMC candidate account

- If you do not have an AMC candidate account, you must create one.
- If you created an AMC candidate account prior to 1 October 2015, you would need to create a new account (if you have not created it already).
- If you created an AMC candidate account after 1 October 2015, you can sign in.

Refer to <u>FAQs - AMC candidate account/portfolio/primary source verifications</u> for information on what is an AMC candidate account and what options are available in your AMC candidate account.

You can create an AMC candidate account via the <u>AMC candidate account service</u>.

Click on Sign up for an AMC candidate account

Austrolian Medical Council Limited	AMC candidate account
Welcome to the AMC candidate account Do not have an account? Sign up for an AMC candidate account If you have already been issued an AMC candidate number, but have never accessed the AMC candidate account service then you will be required to 'sign up' with the option above.	Sign in
	Remember me

- Enter your email address be sure that the spelling is correct to avoid delays.
- Do you already have an AMC candidate number? Tick that box and enter your AMC candidate number.
- Create a password and confirm password.
- Read the terms of use and privacy policy and then tick the box to indicate your acceptance.
- Click on Sign up.

Australian Medical Council Limited	i		AMC candidate account
Establish yo	our AMC car	ndidate account	
	.* Email address	eg. doctor@example.com	
		Do you already have an AMC candidate number?	
	<u>*</u> Password	Password	
	.* Confirm	Confirm password	
		☐ Yes, I agree to the terms of use and privacy policy	
		Sign up or return to sign in page	
	Didn't receive your cor	nfirmation instructions? Resend your account confirmation instru	uctions.

A message will be sent to your email address with instructions on how to activate your AMC candidate account.



Access your email account to find the AMC candidate account confirmation message.



Click on **Confirm my account** button.

Once your AMC candidate account has been confirmed, you can continue to sign into your AMC candidate account by entering your email address and password and click **Sign in.**

Australian Medical Council Limited	AMC candidate account
Welcome to the AMC candidate account se	ervice
Sign up for an AMC candidate account	Your email address has been successfully confirmed.
If you have already been issued an AMC candidate number, but have never accessed the AMC candidate account service then you will be required to 'sign up' with the option above.	Email example@gmail.com
	Forgot password?
(Sign in

This will open your AMC candidate account – Landing page

Successfully signed in as generation and a second sec

Your AMC candidate account - Landing page

Step 4 - Establish an AMC portfolio

Sign into your AMC candidate account and select the **Establish an AMC portfolio** option.



Establish an AMC portfolio

Identity

Enter your personal details

Be sure to complete ALL compulsory fields shown in red below.

Both your Family name(s) and Given name(s) fields are to be entered **as per your current official passport.** Should both your family and given names appear as one line on your official passport, tick **My legal name consists of one name only** box.

1. Identity	2. Qualifications	3. Specialist Colleges	4. Payment.
1.1 Your details			
Name			
<	My legal name consist:	s of one name only	
* Family name	Family name		
Civen names	Given names		
	This name must match exac	tly to the name on your passport.	

Complete all fields correctly by using the drop-down options. All fields must be completed.

Enter your **Date of birth** by following the prompts (this is crucial for live validation with ECFMG when entering your MyIntealth ID later in the application).

Please select					~
Day	~	Month	~	Year	~
Please select					~
	Please select Day Please select	Please select Day Please select	Please select Day Month Please select	Please select Day Month Please select	Please select Day Month Year Please select

Non-Australian Addresses

Complete your full postal address details. Be sure to complete ALL compulsory fields as shown in red below.

Select your **Country** by using the drop-down option.

You will need to provide your full address. You can add multiple information in each **Address Line** but note that it is limited to 40 characters.

It is compulsory to provide a **Phone Number**. Use the drop-down options to select your country code. For landline numbers, it is important to also add the area code.

Address		
* Country	Choose a country:	~
Address line 1	Address line 1	
Address line 2	Address line 2	
Address line 3	Address line 3	
	NOTE: Address line fields are limited to max 40 characters	
* Phone number	Choose a country:	~

Australian Addresses

Be sure to complete ALL compulsory fields shown in red below.

Address	
Country	Australia 🗸
* Address line 1	Address line 1
Address line 2	Address line 2
Address line 3	Address line 3
	NOTE: Address line fields are limited to max 40 characters
t Suburb	Suburb
<u>*</u> State	State
* Postal code	PostCode
* Phone number	Choose a country:

Click Next to proceed:



Your ID Photo

The AMC will use your photo for identity confirmation and assessment purposes.

Photo requirements

You will need to provide a passport-sized photo that meets the following requirements:

- full colour
- 35-40 mm wide and 45-50 mm long
- good quality high resolution
- sharply focused (not blurred)
- not too dark and not too light
- not scanned or homemade
- current no more than 6 months old (and updated every 2 years once your photo has been accepted)
- unmarked (no ink or marks on the edge)
- in front of a plain light-coloured background
- full-front view of head and shoulders with eyes open and clearly visible
- provided in one of the following file formats, JPEG or PNG
- file size to be no more than 5 megabytes.

Note that photos will be rejected if requirements are not met.

Below are examples of acceptable and unacceptable photos.

For guidance, refer to ECFMG's website



Upload Your Photo

To upload a photo, you can either drag and drop the image in the **white block** area or click the white block to upload your image.

1. Identity	2. Qualifications	3. Specialist Colleges	4. Payment
1.2 Your ID photo			
Part of the AMC process requires yo The AMC will use this photo for iden will appear on your AMC candidate a	u to upload a current photo tity confirmation and exam account.	o of your face and shoulders. ination purposes. This photo	
All passport-sized photos mu	st be:		
 full colour 35-40 mm wide and 45-50 mm good quality - high resolution sharply focused (not blurred) not too dark and not too light not scanned or homemade current - no more than 6 months unmarked (no ink or marks or " in front of a plain light coloured 	olong old the edge) d background	sloosluuisikle	
one of the following file format less than the maximum file size	suders with eyes open and ts, JPEG or PNG of 5 megabytes	clearly visible	
All photos submitted to the AMC mu	st be updated every TWO	years.	
Holiday photos/selfies are inappro	priate and will be rejected.	n l	
If you are required to undertake the Board of Australia, the AMC Certific photo you submit. Therefore, it shou	AMC assessment process a ate (once passed both AMC Id represent a true likeness	as required by the Medical Cassessments) will include the and be of good quality.	You can drag and drop your photo onto the target above or click to select.
If you have applied for EPIC verificat account application provided it comp	ion, you can use the same p plies with the requirements	hoto as added to your EPIC listed above.	
For further details please refer to EC	FMG's requirements for co	onfirming your identity 🗗 .	
Cancel			Previous Next

Click Next to proceed:



Your Passport

Passport Requirements:

You will need to provide a copy of the identification page(s) in your current and valid passport. The AMC will amend your names in your AMC candidate account if necessary, so it matches your passport details.

Your passport copy must include:

- name
- nationality
- date of birth (dd/mm/yyyy)
- gender
- place and country of birth
- photo
- passport number
- passport expiration date
- signature.

If your passport does not include your signature

You will need to submit one of the following current/valid documents as secondary identification/evidence with your passport:

- a copy of your driver's license (must be signed); or
- a <u>statutory declaration</u> to confirm your signature and any versions of your signature.

The copy should also:

- show your passport at actual size
- photo and all text must be clear and easy to read
- be in a JPEG or PNG file format
- not exceed a file size of 5 megabytes.

If any identification documentation is in a non-English language, you will need to supply a full word-for-word English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Upload a scanned copy of your passport

To add your passport image, you can either drag and drop the image in the **white block** area or click the white block to upload your image.



If your signature page is separate to the personal details and photo page (biographical page), make sure you provide both pages as either a 1- or 2-page document (both images are to be uploaded as a single document).

Enter your passport details. All fields are compulsory.

Passport details						
*Name	Test Test					
<u>*</u> Number	The number iden	tifying your pas	sport			
<u>,</u> Gender	Please select					~
Expiry	Day	~	Month	~	Year	~
Country of issue	Please select					~

Below are samples of acceptable passport images and unacceptable passport images.

For guidance, refer to ECFMG's <u>website</u>

too small on page



Click **Next** to proceed:



Your Signature

You must add a signature image. You can either drag and drop the image into the **white block** area or click the white block to upload your image.

If your passport does not have your signature you will need to provide secondary identification/evidence.

1. Identity	2. Qualifications	3. Specialist Colleges	4. Payment
1.4 Your signature	0.		
If the signature you uploaded of your signature difference.	is different to the signature on yo	our passport or other acceptable docum	ent, you will need to provide evidence
You must provide a copy of th	e personal details, photo and sign d to submit an accentable current	ature pages of your passport on your A Availd documents as secondary identify	MC portfolio. If your passport does not
To ensure your signature com difference/change or no signa	plies to the AMCs requirements, ture section.	refer to AMC Candidate Account Guide	e - Evidence of Name/Signature
	<u>Your</u>	signatur	<u>e</u>
	You can drag and drop an image o	f your signature onto the target above or click to sele	cf.
Cancel			Previous Next

Click Next to proceed

Cancel	Previous Next

Qualifications

Your MyIntealth ID

Enter the **MyIntealth ID exactly as issued to you by ECFMG** (this is crucial for live validation with ECFMG and will allow you to proceed with your portfolio application).

2.1 Your MyIntealth ID
 The AMC requires you to add your MyIntealth ID. If you do not have a MyIntealth account, you will need to create one. You will not be able to to establish an AMC portfolio without entering your MyIntealth ID below.
 If you have created a MyIntealth account but have not been issued with a MyIntealth ID, please note that it may take up to 3 business days for ECFMG, a member of Intealth, to allocate an MyIntealth ID to you. If you already have a MyIntealth account, log in to your MyIntealth account and retrieve your MyIntealth ID, which should appear as a 9-digit number. Enter the MyIntealth ID in the field below.
 If you have not been required to submit further qualifications for verification, you are NOT required to establish an AMC portfolio. Please return to the landing page for other options.
Your MyIntealth ID Your MyIntealth ID

Click Next to proceed



Enter your medical degree (final medical diploma/primary qualification) details.

Read the information provided in the top 3 sections of the 'Your medical degree (final medical diploma/primary qualification' tab before entering your details.



Enter your name(s) as they appear on the degree document in the **Your name on document** section.

For new candidates – who have an <u>eligible</u> medical degree that is not issued from an Australian or New Zealand medical school.

Complete all fields correctly so that they reflect the information on your medical degree.

Click Add to proceed.



For returning candidates

ONLY complete this section if you have not previously obtained verification through the AMC (for example your medical degree was not EICS verified) and you need to undertake and complete ECFMG verification.

Click Skip to proceed – if you are NOT required to enter your medical degree details (ie. Already verified and shown as verified – yes on your AMC candidate account – dashboard or it is an Australian or New Zealand issued medical degree).

Click **Add** to proceed – if you are required to and have entered your eligible medical degree details.



Enter your postgraduate credential(s) and/or specialist qualification(s) details

Read the information provided in the top and blue sections of the postgraduate credential(s) and/or specialist qualification(s) tab **BEFORE** entering your details.

Do NOT enter your medical degree (final medical diploma/primary qualification) details in this section.

ONLY add eligible postgraduate credential(s) and/or specialist qualification(s). Be sure to check with the relevant <u>Australian/Australasian specialist medical college</u> that the qualification(s) are acceptable for the specialist college's purposes **BEFORE** adding details of the qualification to the AMC and MyIntealth accounts.

Only the specialist college can determine and advise which postgraduate and/or specialist qualification(s) are required. The AMC is **NOT** responsible for specialist assessment and therefore cannot advise on any specialist assessment requirements.

Your qualification's examination and training requirements must be **COMPLETED** for it to be added to your AMC candidate account. Partially completed credentials are **NOT** acceptable. **ONLY** state your final credential/qualification document details.

Click the Add a postgraduate credential/specialist qualification



Only add a postgraduate credential/specialist qualification if you have confirmed with the relevant specialist college that it is required for the specialist assessment process first.

Enter your name(s) as they appear on the credential/qualification document in the **Your name on document** section. Follow the prompts and enter your details.

Make sure you enter **YOUR** details.

2.3 Your postgraduate	e credential(s) and/or specialist qualification(s)			
Do NOT add a postgraduate qualification if already verified via the AMC EICS process (of which you were issued with an EICS certificate), or if already added to your AMC portfolio. Please contact the relevant Australian specialist medical college to confirm which postgraduate qualifications are required to be verified as part of their assessment processes.				
The following types are not eligible internship/housemanship/foundation Australian/Australasian qualifications	to be added to your AMC candidate account: <i>Medical registrations/license to practice, PhDs, research, documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or</i>			
Your name on document	Your name on document Your name as it appears on your qualification			
* Country	Please select 🗸			
Awarding institution				
Qualification title	Qualification title			
*Date awarded				
Cancel add qualification	Submit			

The **submit button** will not be enabled until you have entered all the relevant credential/qualification information.

If you need to cancel adding the qualification, click the 'Cancel add qualification' button.

Below is an example.

2.3 Your postgraduate	e credential(s) and/or specialist qualification(s)
Do NOT add a postgraduate qualifi if already added to your AMC portf qualifications are required to be ve	cation if already verified via the AMC EICS process (of which you were issued with an EICS certificate), or olio. Please contact the relevant Australian specialist medical college to confirm which postgraduate rified as part of their assessment processes.
The following types are not eligible internship/housemanship/foundation Australian/Australasian qualification	e to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, In documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or S.
"Your name on document	John Doe Your name as it appears on your qualification
<u>*</u> Country	United Kingdom 🗸
Awarding institution	The Royal College of General Practitioners
Qualification title	MRCGP
*Date awarded	01/12/2023
Cancel add qualification	Submit

Click **Submit**. If you do not click submit it will **NOT** add the details to your portfolio.

If you have more than 1 postgraduate and/or specialist qualification(s) to add to your portfolio, click **add** postgraduate qualification button and repeat the above process.

Once you have finished entering your postgraduate credential/specialist qualification details, you will see them in the list, as per the below sample:

1. Identity	2.	Qualifications	3. Specialist Colleges	4. Payment
2.3 Your p	postgraduate o	credential(s) a	and/or Specialist quali	fication(s)
Do NOT add a if already adde qualifications	postgraduate qualificati ed to your AMC portfolio are required to be verifie	on if already verified vi). Please contact the rel ed as part of their asses	ia the AMC EICS process (of which you levant Australian specialist medical co sment processes.	u were issued with an EICS certificate), or liege to confirm which postgraduate
The following internship/hou Australian/Aus	types are not eligible to isemanship/foundation do stralasian qualifications.	be added to your AMC cuments, partially compl	candidate account: Medical registratio leted training/qualifications, scientific (fo	ns/license to practice, PhDs, research, or e.g. Bachelor of Science), short courses or
Title	Country		Awarded on	
MRCGP	United Kingdom		1st Aug 2023	Edit Delete
		Add a p	postgraduate qualification	
-				

If you have more than 1 postgraduate credential(s) and/or specialist qualification(s) to add to your portfolio, click **add** postgraduate credential/specialist qualification button and repeat the above process.

Once you have entered your eligible postgraduate and/or specialist qualification(s), click **Next** to proceed.



Evidence of Name/Signature Difference/Change or no Signature

If the names on your qualification(s) are different from the names on your passport you will need to provide evidence of your legal change of name or name difference. If your <u>passport does not include your signature</u> you will need to provide secondary identification/evidence:

1. Identity	2. Qualifications	3. Specialist Colleges	4. Payment		
2.4 Evidence of Name/Signature difference					
If the name(s) on your qualificati difference.	ion(s) are different from the name	e(s) on your passport, you will need t	to provide evidence to support this name		
 Evidence may include any of the Marriage Certificate Change of Name legal doc Deed Poll Birth Certificate 	following legal evidence: ument				
A Statutory Declaration (witnes changed, you must provide the r To ensure your documentation o difference/change or no signatu	sed by an eligible witness). Must l equired legal evidence. complies to the AMC's requireme resection	be used to explain all name/signatur	e differences. If your name has legally nt Guide - Evidence of Name/Signature		
Names provided in this applicat	ion				
Test TestJohn Doe					
Upload name/signature differen evidence(up to 5 documents)	nce Evidence prov	vided			
Cancel			Previous Next		

This section can also be used to upload a third party (to act on my behalf) or any other documentation that you need the AMC to update your AMC candidate account with.

Upload a scanned copy of your name difference document

To add document(s), you can either drag and drop them in the white block area or click the white block to upload your document.

Different Name

If the name(s) on your qualification(s) are different from the name(s) on your passport, you will need to provide legal evidence to support this name difference.

Legal evidence may include any of the following:

- Marriage Certificate
- Change of Name legal document
- Deed Poll
- Birth Certificate

A Statutory Declaration (witnessed by an <u>eligible witness</u>). Must only be used to explain all name/signature differences (ie different order of names, explaining suffixes etc). **If your name has legally changed**, you must provide the required legal evidence (1 of the 4 options stated above).

Also refer to statutory declaration and eligible witness information.

Submit the document evidence via the 'Document evidence' option on your <u>AMC candidate account</u> landing page.

If any name difference/change documentation is in a non-English language, you will need to supply a full word-forword English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Different Signature

If the signature you uploaded is different to the signature on your passport or other acceptable document, you will need to provide evidence of your signature difference.

To do this you must submit one of the following valid documents as secondary identification/evidence with your passport:

- a copy of your driver's licence (must be signed), OR

- a <u>Statutory declaration</u> to confirm your signature and any versions of your signature.

Submit the signature evidence via the 'View/update signature' option on your <u>AMC candidate account</u> landing page.

If any signature difference/change documentation is in a non-English language, you will need to supply a full wordfor-word English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Statutory Declaration

A statutory declaration is a written statement declared to be true in the presence of an authorised eligible witness.

You must submit a <u>Statutory Declaration</u> form if any of the following apply:

- your passport or driver's licence does not contain a signature
- the signature on your passport or driver's licence is not the same as the signature on your application form
- you have a name difference (not a legal name change).

A Statutory Declaration may only be used to explain the reason for a name difference. It <u>CANNOT</u> be used to legally change your name – this will require an official government issued name change document. You will need to include one of the types of evidence documents as listed in <u>Different Name</u>.

You will need to upload your Statutory Declaration in one of the following file formats; JPEG or PNG. The maximum file size is 5 megabytes. The statutory declaration must be witnessed by an eligible witness.

Eligible witnesses in Australia

The AMC accepts persons listed on the <u>Statutory Declaration</u> form as eligible witnesses in Australia.

Eligible witnesses in countries other than Australia

The AMC accepts the following persons as eligible witnesses in countries other than Australia:

- Foreign Notary Public
- Commissioner of Oaths (South Africa, Sudan and Canada only)
- An Australian Consular or Diplomatic Officer or authorised officer. You will need to contact the <u>Australian</u> <u>Embassy or Consular</u> to arrange for an appointment before travelling to ensure that the necessary staff are available.
- Foreign documents that bear an Apostille issued by a Foreign Government may be submitted without further certification. The AMC accepts an apostille as an eligible witness able to certify documents as part of the primary source verification requirements.
- An Australian Diplomatic Officer means a person appointed to hold or act in any of the following offices of the Commonwealth in a country or place outside of Australia:
 - Ambassador
 - High Commissioner
 - Minister
 - Head of a Mission
 - Commissioner
 - Chargé d'Affaires
 - Counsellor, Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post.
 - Locally engaged staff who have been authorised by the Secretary of the Department of Foreign Affairs and Trade to also perform the function.

Fees may be prescribed for consular acts. The regulations may provide for the imposition of fees, to be collected on behalf of the Commonwealth, for the performance, whether in Australia or elsewhere, of consular acts by:

- an Australian Diplomatic Officer or an Australian Consular Officer
- the person holding or acting in the office of Secretary of the Department or an officer of the Department acting with the authority of the Secretary
- an employee of the Commonwealth authorised, in writing, by the Secretary of the Department
- an employee of the Australian Trade Commission authorised, in writing, by the Secretary of the Department.

Click **Next** to proceed.



Specialist Medical Colleges

If you are applying for assessment of:

- comparability to the standard of a specialist trained in your specialty in Australia, you apply through the <u>specialist pathway;</u>
- a specialist position in an area of need in Australia, through the specialist pathway;
- short term training in a medical specialty of specialist or advanced training in Australia, through the <u>short term</u> <u>training in a medical specialty pathway.</u>

Nominate the relevant Australian or Australasian Specialist Medical College

This will allow the nominated college(s) to access your qualification information including verification status(es) and to upload their specialist assessment outcome documentation to the AMCs College Portal.

ONLY select the college(s) that you are applying to for specialist assessment. If you are **NOT** applying for specialist assessment, **DO NOT** select any/multiple colleges.

3. Select the relevant Australian Specialist Medical Colleges
By nominating the college it provides access to your qualification verification/s statuses and to upload the college assessment outcome, it is therefore important to only nominate the college that you are actually applying for assessment through.
This is not required for the Expedited Specialist pathway.
If you are unsure which college to nominate, refer to Medical Board of Australia's list of medical specialties and specialty fields.
If you need to nominate another college, you can do so by selecting Nominate College option on your AMC candidate account.
Australasian College of Dermatologists (ACD)
Australasian College for Emergency Medicine (ACEM)
Australian College of Rural and Remote Medicine (ACRRM)
Australasian College of Sport and Exercise Physicians (ACSEP)
 Australian And New Zealand College of Anaesthetists (ANZCA)
 College of Intensive Care Medicine of Australia and New Zealand (CICM)
Royal Australasian College of Dental Surgeons (RACDS)
Royal Australian College of General Practitioners (RACGP)
Royal Australasian College of Medical Administrators (RACMA)
Royal Australasian College of Physicians (RACP)
Royal Australasian College of Surgeons (RACS)
Royal Australian and New Zealand College of Ophthalmologists (RANZCO)
Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG)
Royal Australian and New Zealand College of Psychiatrists (RANZCP)
Royal Australian and New Zealand College of Radiologists (RANZCR)
Royal College of Pathologists of Australasia (RCPA)
You do not need to nominate any specialist medical colleges if you are not intending to apply for specialist assessment or training. Please leave the checkboxes unticked and use the Next button if this is the case.
Cancel Previous Next

If you are unsure about which college to select during your application, you can return to your AMC candidate account later and click on **Nominate college** on the landing page.

Alternatively, you can nominate a college when adding an additional qualification to your AMC candidate account.

Nominate an Australian/Australasian Specialist Medical College
Only nominate the College that you will submit an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia to view for registration purposes.
This is not required for the Expedited Specialist pathway.
Nominate college

Click Next to proceed.



Payment

Check that the details are correct.

1. Identity	2. Qualifications	3. Specialist Colleges	4. Payment
Step 4: Payment			
Secure payment - we use secur	re server technology to protect y	our details	
1 v AMC Davidalia			
1 x Additional Qualification			\$0
Card Surcharge			AUD
Total			AUD \$7

Read the <u>fees and charges</u> and tick the box to confirm that you understand the fee being charged as well as the refund structure. You will need to tick this box to proceed to payment.

I confirm that I have read and understood the refund structure applicable shou should my qualification be deemed to be not required.	ld I decide to cancel my application, or
Cancel	Previous Pay now

A pop-up box will appear.



Click **Pay now** to enter your credit card details or cancel if you do not want to proceed with payment. Note that if you do not proceed with payment the portfolio application will not be processed. After clicking on **Pay now**, a pop-up screen will appear.

Select either MasterCard or VISA depending on your credit card type.

Enter the correct card details.

Below are examples of the location of the Security Code.

Click on **pay.** The payment will be processed.

DO NOT click the back, refresh, or escape buttons on your browser.





Application Acknowledgment

Once the pa	wment has been	processed successfully	. a confirmation	screen will appear.
onice the pe	ymene mas been	p1000000000000000000000000000000000000	, a communation	sereen min appears

Your payment was successful X
Thank you for establishing your AMC candidate account.
Your portfolio application will be reviewed within 3-5 AMC business days. Once your application has been reviewed your AMC candidate number will be issued and available when viewing your AMC candidate account.
If you are an existing/returning AMC candidate your AMC candidate number is already issued and available to you in your AMC candidate account.
 Your AMC candidate account will include the following options: Viewing your AMC candidate number Proceeding with the AMC assessments after confirming your AMC assessments status View a summary of qualification(s) submitted for verification through ECFMG Add more eligible medical qualification(s) Nominating an Australian/Australasian Specialist Medical College Updating and/or viewing your contact details Adding a new photo image Adding a new signature sample image and/or signature difference/change evidence Adding new document evidence (statutory declaration, name change certificate, deed poll, marriage certificate, birth certificate and any other AMC related document to be reviewed) View AMC certificate - if applicable and was issued View Verification of Medical Qualification (otherwise known as EICS certificate) - if applicable and was issued It is important to nominate the AMC on your MyIntealth account for each relevant qualification submitted for MyIntealth verification. This can be done through your MyIntealth account.
Further information is available on the AMC website. Familiarise yourself with the requirements of the pathway(s) to medical registration with the Medical Board of Australia.
I acknowledge that I have read and understand the information provided above. Return to your AMC candidate account landing page
or additional qualification applications:
Your payment was successful X
Thank you for adding additional qualification(s) to your AMC candidate account.
Your additional qualification(s) application will be reviewed within 3-5 AMC business days. You can view your AMC candidate account for further information and options available to you.
It is important to nominate the AMC on your MyIntealth account for each relevant medical qualification(s) submitted for MyIntealth verifications. This can be done through your MyIntealth account.
Familiarise yourself with the requirements of the pathway(s) to medical registration with the Medical Board of Australia.

You must read and understand all the information provided to you on this page. Then, **tick** the box to acknowledge you have done this.

Once you have **ticked** the acknowledgement, the **'Return to your AMC candidate account landing page'** button will become active to be selected:

I acknowledge that I have read and understand the information provided above.	Return to your AMC candidate account landing page
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Once you have acknowledged the application(s), an acknowledgement confirmation is available to you on your AMC candidate account landing page, together with your tax invoice/receipt link.

By **NOT** acknowledging this information and then exit the page, when you sign into your AMC candidate account the acknowledgement will return for you to read, understand, and acknowledge.

Step 5 - Proceed with your eligible pathway

Check your eligible pathway.

Step 6 - Qualification(s) Verified

You must add all eligible medical degree (final medical diploma/primary qualification), postgraduate credential(s) and/or specialist qualification(s) verified by ECFMG to your AMC candidate account. This will then allow the AMC to update your verification status(es) once received from ECFMG.

The AMC cannot update your verification status to outsourced and/or verified "yes" without receiving the verification status(es) directly from ECFMG.

The verification information is made available through the AMC portal to the:

- Medical Board of Australia for registration purposes.

- Relevant specialist college(s) for specialist assessment purposes.

AMC candidate account Landing Page Options

An AMC candidate account holds your information and available options. The following options are available on your AMC candidate account – Landing page:

- Viewing your AMC candidate number and only where applicable adding your AMC candidate number
- Establishing an AMC portfolio only if required
- AMC assessments proceeding with AMC examination and assessment option(s)
- Verification status of your medical qualification(s)
- Add more eligible medical qualification(s)
- Nominating an Australian/Australasian Specialist Medical College
- Updating your contact details
- View/Add photo image
- View/Add signature image and/or signature evidence
- Add document evidence
- View AMC certificate if applicable and was issued
- View EICS certificate (Verification of Medical Qualification) if applicable and issued

Your AMC candidate account - Landing page
AMC candidate number
Your candidate number: 2 Dashboard
Cancellation fees If you decide to cancel either an AMC portfolio or an additional qualification/s added, or if the AMC find it to be not required, a cancellation fee might be applicable. Please refer to the refund structure as listed on the AMC web site.
You have submitted an AMC portfolio
Your AMC portfolio application has been processed and an AMC candidate number has been assigned.

If no AMC initial portfolio has been submitted:

Establish an AMC portfolio

FAQs - AMC candidate account/Portfolio/MyIntealth verification regarding relevant information in relation to AMC candidate account and portfolio information especially - Do I need to establish an AMC portfolio?

AMC Candidate Account Guide - How to apply for an AMC portfolio, including:

- Photo requirements
- · Passport requirements
- Evidence of name/signature difference/change or no signature
- · Statutory declaration eligible witnesses in Australia and in countries other than Australia

You must have a MyIntealth account with ECFMG and been issued with a MyIntealth ID in order to establish an AMC portfolio.

If you have commenced to establish an AMC portfolio but realised after reading the above information that you do not require a portfolio, cancel it here by clicking the 'Cancel my portfolio application' red button.

It is important to note that you cannot cancel your AMC portfolio once payment has been processed.

Establish an AMC portfolio

If no assessment has been undertaken this is the option available:

AMC assessments

Once you are assigned an AMC candidate number, and your assessment status is **Eligible** you may proceed with the AMC assessment process if applicable (depends on the pathway to medical registration you are eligible for with the Medical Board of Australia.

AMC assessments

Otherwise if you are in the assessment process, it changes to 'I want to proceed with AMC assessments':

I want to proceed with AMC assessments

Once you are assigned an AMC candidate number, you may schedule for an AMC assessment. Please contact the Medical Board of Australia (AHPRA) to clarify if you are required to complete the AMC examinations process (AMC certificate) for registration purposes.

MCQ examinations

Clinical examinations

Add more eligible medical qualification(s)

To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

- a. For medical degree (final medical diploma/primary qualification) purposes, note the following:
 - If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the
 alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1
 category on your AMC candidate account).
 - IMPORTANT: IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by ECFMG.
 - IMGs with a New Zealand medical degree (primary qualification/final medical diploma) obtained from an eligible medical school
 as listed on the AMC website, can choose to obtain EPIC verification of their medical degree via ECFMG, but is not mandated to
 do so for registration purposes. It is therefore an applicant's decision to submit an AMC portfolio application and state their
 medical degree details. The AMC encourages all IMG's to seek advice from the Board to determine the medical registration
 requirements.
- b. Postgraduate credentials and Specialist qualification(s). Please enquire with the respective Australian/Australasian specialist medical college for specialist assessment for specialist recognition and specialist area of need and for the Expedited specialist pathway (refer to the Expedited Specialist Pathway: accepted qualifications list) to find out which qualification(s) require verification before adding to the AMC candidate account and submitting to ECFMG for verification.
- c. The following types are NOT eligible to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.

Refer to the ECFMG website for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

Add qualification

Nominate an Australian/Australasian Specialist Medical College
Only nominate the College that you will submit an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia to view for registration purposes.
This is not required for the Expedited Specialist pathway.
Nominate college
Update contact details
Update full address (postal address preferred), mobile phone number and email address.
Update contact details
View/update photo image
To update the photo on your AMC candidate account, select the View/Upload photo button. To ensure your photo complies to the AMCs requirements refer to AMC Candidate Account Guide - Photo requirements.
View/Upload photo
View/update signature image and/or signature evidence
To update your signature on your AMC candidate account, select the View/Upload signature button. To ensure your signature complies to the AMCs requirements, refer to AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section.
View/Upload signature
Document evidence
To submit document evidence regarding Name/signature difference/change or no signature, statutory declaration, eligible witnesses or you need to submit a new/clearly legible copy of your current passport including signature page, select the Upload evidence option. To ensure your documentation complies to the AMC's requirements, refer to AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section.
Upload evidence

Add your AMC candidate number

If you have previously applied to the AMC and have been issued an AMC candidate number and did not enter your AMC candidate number when creating/signing up for the AMC candidate account, it is important to add your AMC candidate number to your AMC candidate account for the system to link your existing candidature to the new account system.

If you forgot to add your AMC candidate number when creating the account, you can add it on your landing page by clicking on **Enter AMC candidate number and date of birth**. You will need to add both your AMC candidate number and your date of birth.

I want to add my AMC candidate number	
If you have applied to the AMC previously and an AMC candidate number was issued, it your AMC candidate account in order for the system to determine your application/exac candidate number when you created your new AMC candidate account, please add it no	is important to add your AMC candidate number to mination statuses. If you have not added your AMC ow.
	Enter AMC candidate number and date of birth

View your AMC candidate number



Establish an AMC portfolio

Only if required, all new eligible candidates must submit an AMC portfolio application.

Click on Establish an AMC portfolio – see steps.

Establish an AMC portfolio		
FAQs - AMC candidate account/Portfolio/MyIntealth verification regarding relevant information in relation to AMC candidate account and portfolio information especially - Do I need to establish an AMC portfolio?		
AMC Candidate Account Guide - How to apply for an AMC portfolio, including:		
 Photo requirements Passport requirements Evidence of name/signature difference/change or no signature Statutory declaration - eligible witnesses in Australia and in countries other than Australia 		
You must have a MyIntealth account with ECFMG and been issued with a MyIntealth ID in order to establish an AMC portfolio.		
If you have commenced to establish an AMC portfolio but realised after reading the above information that you do not require a portfolio, cancel it here by clicking the 'Cancel my portfolio application' red button.		
It is important to note that you cannot cancel your AMC portfolio once payment has been processed.		
Establish an AMC portfolio		

You can click **Continue my AMC portfolio application** to proceed. You can click **Cancel my portfolio application** if you change your mind and would like to cancel the application or if you are having technical difficulties and would like to restart the application.

Establish an AMC portfolio	
FAQs - AMC candidate account/Portfolio/MyIntealth verification re portfolio information especially - Do I need to establish an AMC por	egarding relevant information in relation to AMC candidate account and tfolio?
AMC Candidate Account Guide - How to apply for an AMC portfolio	p, including:
 Photo requirements Passport requirements Evidence of name/signature difference/change or no signatur Statutory declaration - eligible witnesses in Australia and in contraction - eligible witnesses in Australia and eligible	e ountries other than Australia
You must have a MyIntealth account with ECFMG and been issued	I with a MyIntealth ID in order to establish an AMC portfolio.
If you have commenced to establish an AMC portfolio but realised a cancel it here by clicking the 'Cancel my portfolio application' red bu	fter reading the above information that you do not require a portfolio, itton.
It is important to note that you cannot cancel your AMC portfolio or	nce payment has been processed.
If you have commenced to establish an AMC portfolio, but realised a cancel it here. It is important to note that you cannot cancel your AM	after reading the above options that you do not require a portfolio, MC portfolio once payment has been processed.
Cancel my portfolio application	Continue my AMC portfolio application
Once your portfolio has been completed, you can do	ownload your receipt.
You have submitted an AMC portfolio	
Your AMC portfolio application has been processed and an AMC number	has been assigned.
Download your application receipt	

AMC Assessments

Please refer to and if necessary contact the <u>Medical Board of Australia</u> to check if you need to complete the AMC assessments process (AMC certificate) for registration purposes. This will depend on which pathway to registration you are eligible for.

Once your assessment status states you are eligible in your AMC candidate account, you may proceed with the AMC assessments process.

If no assessment has been undertaken this is the option available:



Otherwise if you are in the assessment process, it changes to 'I want to proceed with AMC assessments':



Select the AMC assessments/MCQ examinations/Clinical examinations option(s) to proceed.

Assessment Status

It is important to check your **Assessment Status** to see if you are eligible to proceed with the AMC examinations.

Your AMC Status	
Assessment status (CAT MCQ/Clinical/WBA)	Eligible
You are now eligible to complete your payment to obtain an MCQ authorisation.	
What next?	
 If eligible for the Standard Pathway, you are required to proceed with the AMC examinations procpassed both AMC examinations, you will be issued with an AMC certificate to submit to the Media If eligible for the Competent Authority pathway, you are required to submit a Competent Authority If eligible for the Specialist pathway, you are required to submit your Specialist application directly Medical Board of Australia website. 	cess by selecting the "MCQ examinations" option on your AMC account. Once you have cal Board of Australia for general registration purposes. r pathway application directly to the Medical Board of Australia. y to the respective specialist medical college for assessment. All the colleges are listed on the
Your AMC Status	
Assessment status (CAT MCQ/Clinical/WBA)	Not Eligible
If your medical degree is issued from a medical school outside of Australia or New Zealand, you will not reasons:	be able to schedule for a CAT MCQ Examination event, due to one or both of the following
You have received an email to outline outstanding documentation required, for e.g. bad quality phase	noto, evidence of name variance not submitted or not submitted in English language, etc.
 OR The AMC has not receive an outsource/pass notification on your EICS/EPIC verification request. receive updates on your request in order to update your portfolio and examination status. 	If you have submitted an EPIC verification, please ensure you have nominated the AMC to
If you have confirmed to the AMC that you completed you medical degree through an Australian or New	Zealand medical school, you are not required to undertake the AMC examinations
What next?	
 If eligible for the Standard Pathway, you are required to proceed with the AMC examinations procpassed both AMC examinations, you will be issued with an AMC certificate to submit to the Medic If eligible for the Competent Authority pathway, you are required to submit a Competent Authority If eligible for the Specialist pathway, you are required to submit your Specialist application directly Medical Board of Australia website 	ess by selecting the 'MCQ examinations" option on your AMC account. Once you have al Board of Australia for general registration purposes. pathway application directly to the Medical Board of Australia. y to the respective specialist medical college for assessment. All the colleges are listed on the

Different AMC Statuses:

- Not eligible
- Eligible
- Eligible for MCQ examination
- Scheduled/awaiting results
- Eligible for Clinical Examination
- Scheduled for Clinical Examination
- Scheduled for WBA
- Passed the Clinical Examination
- Passed the WBA

<u>Contact</u> the relevant AMC team for further information about the examinations and process and status.

To proceed with AMC examinations, select the **Examinations** option at the top of the page:



Verification status of qualification(s)

View a summary of the qualification(s) submitted for verification through ECFMG by clicking on the **See qualifications** option.

Verification status of my medical qualification(s)	
You can view a summary of your qualification(s) submitted to ECFMG for verification, with the current verification states Candidate Account Guide - Verification status of qualification(s) section for further information.	itus(es). Refer to AMC
	See qualifications

You can view a summary of your qualification(s) submitted to ECFMG for verification, with the current verification status(es).

Your medical qualification(s) Medical degree (final medical diploma/primary qualification) Final Medical Diploma - MB ChB			
Country	Country ET Request Verified Yes		
School	(, , , , , , , , , , , , , , , , , , ,		
Title	MB ChB		
Postgraduate tra	Postgraduate training credential/specialist qualification(s)		
Postgraduate Me	Postgraduate Medical Education Credential - Doctorate Degree in Internal Medicine		
Country	E	Request Verified	Yes
School	le ne		
Title	Determine organica in Internal Medicine		
Specialist Qualification - ABHS in Gastroenterology and Hepatology			
Country	8	Request Verified	Yes
School	A		
Title	Sastroenterology and Hepatology		

Request Verified

Until the AMC receives an outsource notification and/or verification report from ECFMG this will remain No. Once it is received, reviewed, and processed it will be updated to Yes.

Your medic	cal qualification(s)
Medical degree	(final medical diploma/primary qualification)
Final Medical Dip	oloma - MB ChB
Country	Request Verified Yes
School	
Title	MB ChB
Postgraduate tr	aining credential/specialist qualification(s)
Postgraduate Me	dical Education Credential - Doctorate Degree in Internal Medicine
Country	Request Verified Yes
School	e
Title	lease of the second
Specialist Qualifi	cation - ABHS in Gastroenterology and Hepatology
Country	S Request Verified Yes
School	A
Title	Abris in Gaseroenierology and hepatology

Request Outsourced

Until the AMC receives an outsource notification and/or verification report from ECFMG this will remain No. Once it is received, reviewed, and processed it will be updated to Yes.

Your medic	cal qualification(s)		
Medical degree	(final medical diploma/p	rimary qualification)	
Country	S		Request No Outsourced
School	u	Medicine	
Title	MBBS		

Until the AMC receives an outsource notification and/or verification report from ECFMG this will remain No. Once it's received, reviewed, and processed it will be updated to Yes.

If **Await MyIntealth status confirmation** appears on the qualification details in your AMC candidate account, this means we do not have the correct information for the institution related to the credential/qualification. This information will be added by the AMC when the verification status has been received from ECFMG.

The verification information is made available through the AMC secure portal to the:

- Medical Board of Australia for registration purposes
- Relevant specialist college(s) for specialist assessment purposes.

You must nominate the AMC on each credential/qualification you upload to your MyIntealth account to enable us to receive the verification status(es).

Also refer to ECFMGs <u>Special Instructions for Physicians Applying to Practice in Australia</u> for important notes on credentials verified through ECFMG.

Allow up to 3 business days for your AMC candidate account's verification status(s) to be updated, after receiving email confirmation from ECFMG.

If you require any further assistance with your MyIntealth account, and verification process contact ECFMG.

EICS verifications process

If your qualification has been verified through the previous EICS verification process, you are able to view/ download your Verification of Medical Qualification (otherwise known as EICS certificate).

Click on the View Certificate option in Request Verified.

Your medic	al qualification(s)		
Primary Qualific	ation (Final Medical Diploma)		
Country	MALAYSIA	Request Verified	Yes View Certificate
School	Manipal University College Malaysia		
Title	MBBS		

An electronic version of your EICS certificate will be displayed.

Australia Medica	on Il Council Limited
VERIFICATION OF MED	ICAL QUALIFICATION
Your medical qualification was forwarded to the Educ DECS verification	ational Commission for Foreign Medical Graduates
The following qualification was EICS verified by the	relevant institution:
Dr Date of Birth: 1	
Tree Crubb the	Varification Data Status
Primary Qualification IB BC	2012-08-15 pass
Awarding Institution : Name on Qualification :	_
AMC Reference Number: 2	EICS Nother: Ed
6	- Aller
PHILIP PIGOU CHIEF EXECUTIVE OFFICER	the canon

Add more Medical Qualification(s)

Auu more eligible metrical qualification(:	Add	more	eligible	medical	qualification(s
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To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

a. For medical degree (final medical diploma/primary qualification) purposes, note the following:

- If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the
 alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1
 category on your AMC candidate account).
- IMPORTANT: IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by ECFMG.
- IMGs with a New Zealand medical degree (primary qualification/final medical diploma) obtained from an eligible medical school
 as listed on the AMC website, can choose to obtain EPIC verification of their medical degree via ECFMG, but is not mandated to
 do so for registration purposes. It is therefore an applicant's decision to submit an AMC portfolio application and state their
 medical degree details. The AMC encourages all IMG's to seek advice from the Board to determine the medical registration
 requirements.
- b. Postgraduate credentials and Specialist qualification(s). Please enquire with the respective Australian/Australasian specialist medical college for specialist assessment for specialist recognition and specialist area of need and for the Expedited specialist pathway (refer to the Expedited Specialist Pathway: accepted qualifications list) to find out which qualification(s) require verification before adding to the AMC candidate account and submitting to ECFMG for verification.
- c. The following types are NOT eligible to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.

Refer to the ECFMG website for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

Add qualification

To proceed, click on the **Add qualification** option on the landing page.

Add more eligible medical qualification(s)

To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

a. For medical degree (final medical diploma/primary qualification) purposes, note the following:

- If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the
 alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1
 category on your AMC candidate account).
- IMPORTANT: IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by ECFMG.
- IMGs with a New Zealand medical degree (primary qualification/final medical diploma) obtained from an eligible medical school
 as listed on the AMC website, can choose to obtain EPIC verification of their medical degree via ECFMG, but is not mandated to
 do so for registration purposes. It is therefore an applicant's decision to submit an AMC portfolio application and state their
 medical degree details. The AMC encourages all IMG's to seek advice from the Board to determine the medical registration
 requirements.
- b. Postgraduate credentials and Specialist qualification(s). Please enquire with the respective Australian/Australasian specialist medical college for specialist assessment for specialist recognition and specialist area of need and for the Expedited specialist pathway (refer to the Expedited Specialist Pathway: accepted qualifications list) to find out which qualification(s) require verification before adding to the AMC candidate account and submitting to ECFMG for verification.
- c. The following types are NOT eligible to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.

Refer to the ECFMG website for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

Cancel additional qualifications

Continue additional qualifications

You can click **Continue additional qualifications** to proceed. You can click **Cancel additional qualifications** if you change your mind and would like to cancel the application or if you are having technical difficulties and would like to restart the application.

Once you have submitted your additional qualification application, you are able to download the application receipt.

Refer to the ECFMG website for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

Additional Qualification Application Tax Invoice/Receipt

Add qualification

Nominate an Australian/Australasian Specialist Medical College

Only nominate the College that you are submitting an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia for registration purposes.

Select the **Nominate college** option on the landing page.



Update contact details

If your personal information (phone / address / email address) changes, click on the **Update contact details** option.

Update contact details	
Update full address (postal address preferred), mobile phone number and email address.	
	Update contact details

View/Update photo image

To update the photo on your AMC candidate account, select the **View/Upload photo** option on the landing page. To ensure your photo complies to the AMCs requirements refer to <u>Photo Requirements</u>.

View/update photo image
To update the photo on your AMC candidate account, select the View/Upload photo image button. To ensure your photo complies to the AMCs requirements refer to AMC Candidate Account Guide - Photo requirements.

View/update signature image and/or signature evidence

To update your signature on your AMC candidate account, select the **View/Upload** signature option on the landing page. To ensure your signature complies to the AMCs requirements, refer to <u>Name/Signature</u> difference/change.

View/update signature image and/or signature evidence					
To update your signature on your AMC candidate account, select the View/Upload signature image/evidence button. To ensure your signature complies to the AMCs requirements, refer to AMC Candidate Account Guide - Evidence of Name/Signature difference/chano signature section.					
	View/Upload signature				

Document Evidence

To submit document evidence regarding Name/signature difference/change or no signature, select the **Upload new evidence** option. To ensure your documentation complies to the AMC's requirements, refer to <u>Name/signature difference/change or no signature</u>.

Document evidence

To submit document evidence regarding Name/signature difference/change or no signature, statutory declaration, eligible witnesses or you need to submit a new/clearly legible copy of your current passport including signature page, select the **Upload evidence** option. To ensure your documentation complies to the AMC's requirements, refer to AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section.

Upload evidence

View AMC Certificate - if applicable and was issued

After successfully passing the AMC Clinical Examination or Workplace based assessment (WBA), you will be awarded the AMC certificate. This is awarded electronically and will be available in your AMC candidate account. Select the **View, download and/or print it** option on the landing page or dashboard.

AMC Certificate

Your AMC Certificate has been issued electronically. All AMC Certificates are being made available electronically to Ahpra and to the nominated Specialist College/s if applicable. You can: View, download and/or print it

Process flowcharts available on the following pages of the AMC website:

AMC candidate account and portfolio – how to apply Primary source verification Pathways - Check to determine your eligible registration pathway AMC certificates

