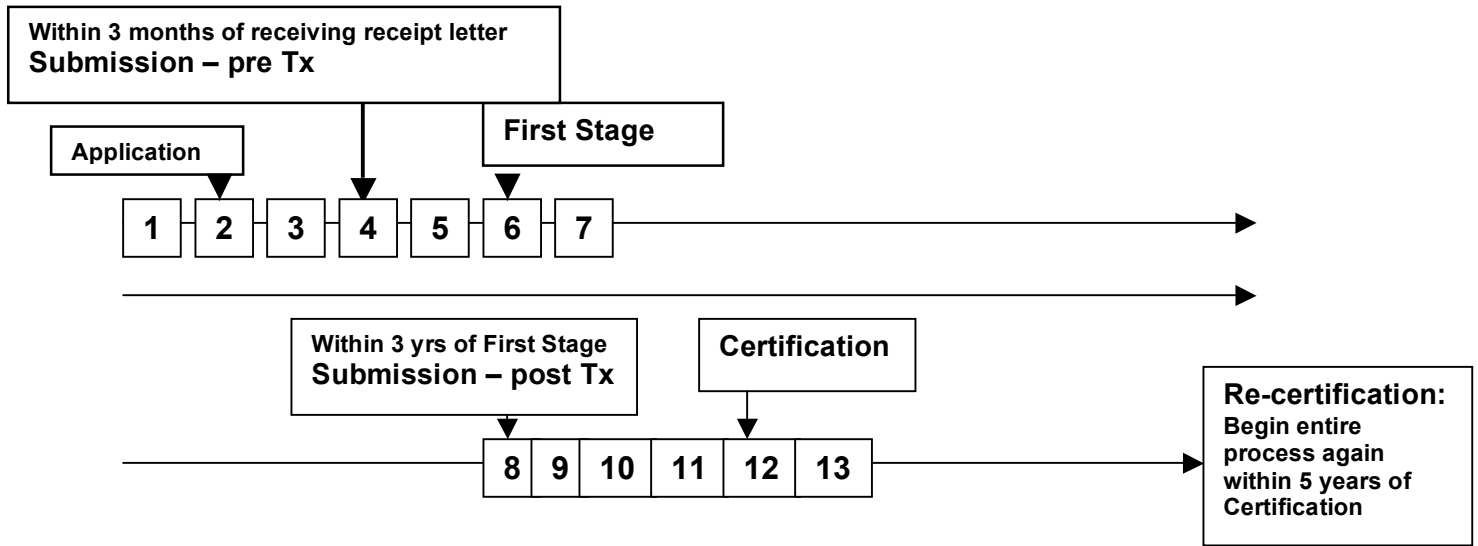




PATHWAY FOR REGULAR (Full Member) FIRST STAGE & CERTIFICATION (Dec 09)



1 Full ASO M'ship NZAO m'ship O'seas m'ship	2 Application Candidate selects 5 cases: -2 board /3 back-up's (all cases about to start or started within previous 3 months) Candidate sends to Fed Office: -Privacy Cons Forms (x5) -Form 1 -\$220AUD processing fee	3 Fed Office: -records Application -files Privacy Cons Forms (x5) - sends to candidate: -Receipt ltr -AOB Unique Number - email copies to: AOB Chair, Chair Elect, Registrar, State Convenor	4 Submission – preTx (within 3 months of Rect ltr) Candidate sends to State Convenor: -copy of Form 1, Form 2 -Board cases (x2) – pre Tx (records: AOB specs) -Backup cases (x3) (r/graphs only) back-up r/graphs returned	5 State Convenor sends the 2 AOB cases to Assessors (x2) -Form 2 (nil Form 1) -Assessment of Board cases for First Stage
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6 AOB First Stage Assessors send completed Assessment Forms to State Convenor If all in order, Convenor sends to Fed Office: Assessment Forms, Form 2 Fed Office sends to Candidate: -Congrats Letter-First Stage to candidate – signed by AOB Chair - email copies to: AOB Chair, Chair Elect, Registrar, State Convenor	7 Convenor keeps copy of Form 1, Form 2 and Assessment Forms. Returns to applicant: - all case records - Assessment Forms - comments to applicant	8 Submission – post Tx -Within 3 yrs of date Receipt letter candidate sends to Convenor: -2 Board cases: pre Tx & end Tx (records: as per AOB specs) -Form 3 -Copies of Form 1 and Form 2 - Professional Development Log	9 State Convenor sends to State Assessors (x2): -Forms 2 & 3 (nil Form 1) - the 2 AOB cases -Assessment of cases for Certification
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10 -Assessors send completed Assessment Forms to State Convenor	11 If assessment is favourable, Convenor annotates Form 3 accordingly and sends to Fed Office: -Form 3 -Professional Development Log -copies of Assessment Forms -advice that Certification requirements have been met	12 AOB Certification Fed Office sends to candidate - Congrats Letter – Certification (o'seas member will get diff letter) -signed by AOB Chair - email copies to: AOB Chair, Chair Elect, Registrar, State Convenor	13 (optional) Convenor arranges for display of recs (w/o assessors' comments) at subsequent ASO Branch Mtg or Clin Day. (Recs etc then returned to candidate)
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Notes: 1. Convenor will keep accurate records with copies of Forms etc, and will log each step
 2. Professional Development Log to be checked by both Convenor & Fed Office and verified where appropriate
 3. When entire Regular Certification process has been completed twice - AND when member has reached 55 years - nil need for case submissions as part of AOB Re-Certification