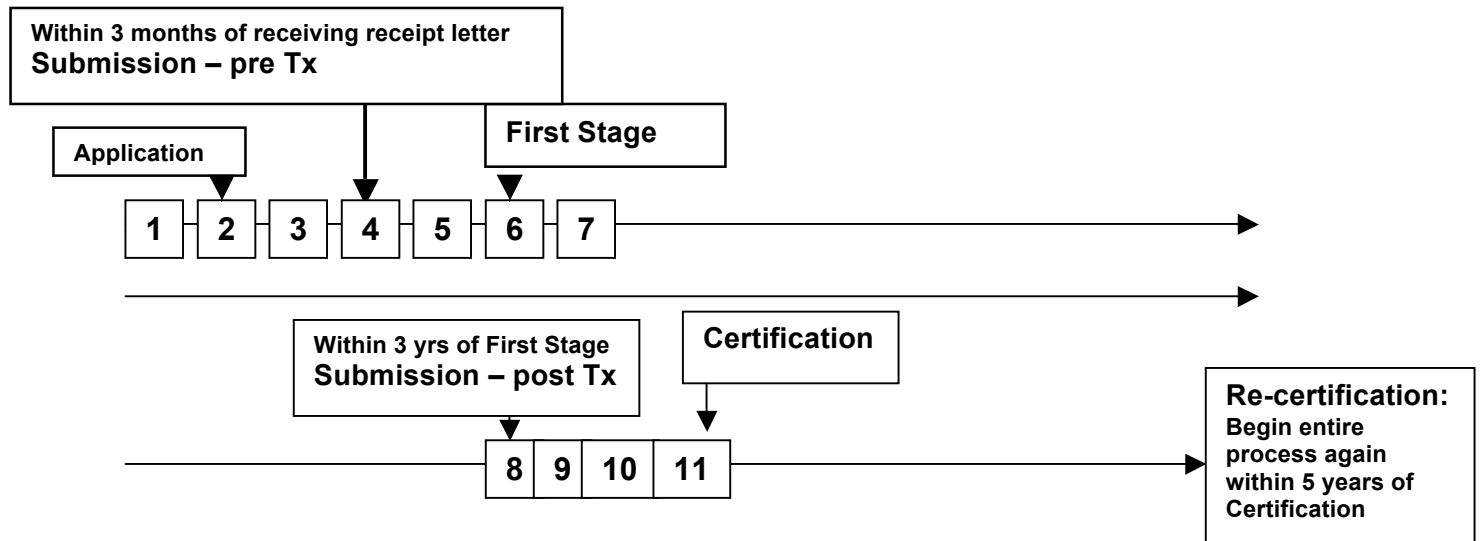


**PATHWAY FOR REGULAR (Full Member) FIRST STAGE & CERTIFICATION**

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 (all cases)
- Form 1
- \$250AUD Application fee

3 Fed Office:
-records Application
-files Privacy Cons Forms
sends to candidate:
- Receipt letter (w AOB no)
- Stamped copy of Form 1
emails copies of Receipt ltr to:
AOB Chair, Secretary, Registrar, State Convenor

4 Submission – preTx
Within 3 months of Receipt 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 to candidate

5
State Convenor
sends the 2 AOB cases to Assessors (x2)
-Form 2 (nil Form 1)

Assessment of Board cases for First Stage

6 AOB First Stage
Assessors send completed Assessment Forms to State Convenor
If assessment is favourable Convenor advises Fed Office using **Convenor Notification Form (CNF)** that First Stage requirements have been met.
Fed Office sends to Candidate:
- Congrats Letter - First Stage
- signed by AOB Chair
emails copies of ltr to: AOB Chair, Secretary, Registrar, State Convenor

7
Convenor keeps copy of Form 1, Form 2 and Assessment Forms.

Convenor 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

10
Assessors (x2) send completed Assessment Forms to State Convenor
If assessment is favourable Convenor advises Fed Office using **Convenor Notification Form (CNF)** that Certification requirements have been met.

11 AOB Certification
Fed Office sends to candidate
Congrats Letter – Certification (o'seas member will get diff letter)
Signed by AOB Chair

Fed Office emails copies of ltr to: AOB Chair, Secretary, Registrar, State Convenor

Notes: 1. Convenor will keep accurate records, copies of Forms etc, and will log each step
2. Professional Development Log (PDL) to be checked by Convenor and verified where appropriate
3. Note: as of September 2012, Assessment Forms, PDL are NOT sent by Convenor to Fed Office (only the CNF)
4. 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 (Seniors Division)