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Notes for Guidance for Entry to the MRCPsych CASC



Applications will not be accepted earlier than the published opening date and will not be accepted after the published closing date.

Applications for entry must be made on the appropriate forms. The completed application form should be accompanied by the appropriate fee(s) and any other required documents. It must reach the College before the published closing date. Applicants are advised, in their own interests, to submit their application form well in advance of the closing date. Applicants are advised to send their application form via Registered mail. The College does not accept responsibility for postal/other delays or loss in the postal system and no allowances will be made for this.

Late or incomplete applications will not be accepted under any circumstances.

- Note 1* Please give details of any disability you have that may require reasonable adjustment to enable you to undertake the CASC.
- Note 2* Candidates who have any special requirements (in the form of disability or illness) that may affect their performance in the CASC are advised to inform the College at the earliest possible opportunity in order that they may be assisted where possible. A medical certificate is required in support of such claims and will be considered as stipulated in the 'Eligibility Criteria and Regulations' booklet. Candidates with dyslexia are required to submit a report from an Educational Psychologist with their completed application.
- Note 3* Candidates are required to be registered with the relevant medical body in the country of employment.
- Note 4* Photos are mandatory for all CASC applications. Please attach two recent passport size photographs. The College will issue and present ID cards which will be used by staff to register candidates on the day of the examination.
- Note 5* All applicants are requested to give details of all previous posts in chronological order, starting with the most recent. You need only put in your current post and any new posts since your last application.

Note 6 Section D Sponsorship form – **to be completed by applicants in Training Posts** signed by a College Tutor as proof of your eligibility to sit the MRCPsych CASC. The College Tutor should be satisfied that the eligibility criteria have been met and that the applicant has demonstrated competencies in Psychotherapy and Child & Adolescent Psychiatry OR Learning Disability.

Sponsorship must be valid up to and including the dates of the examinations. Withdrawal of sponsorship prior to the examination will deem the applicant ineligible.

The College reserves the right to verify sponsorship with signatories. If confirmation of sponsorship is not verified the application will be rejected and the College reserves the right to take appropriate action.

Note 7 Section E Sponsorship form – **to be completed by NON Training/Overseas post holders ONLY**. This form is to be completed and signed by a Training Lead (UK)/Head of Department of Psychiatry (Overseas) **AND** the Director of Medical Education or equivalent as proof of your eligibility to sit the MRCPsych CASC. Sponsors should be satisfied that the eligibility criteria have been met and that the applicant has demonstrated competencies in Psychotherapy and Child & Adolescent Psychiatry OR Learning Disability.

TWO DIFFERENT SIGNATORIES MUST SIGN THIS FORM.

Failure to comply will result in the Application being deemed incomplete and WILL BE RETURNED.

Sponsorship must be valid up to and including the dates of the CASC. Withdrawal of sponsorship prior to the CASC will deem the applicant ineligible.

The College reserves the right to verify sponsorship with signatories. If confirmation of sponsorship is not verified the application will be rejected and the College reserves the right to take appropriate action.

Note 8 Applicants should tick the Checklist and submit it with the completed application form.

Note 9 Applicants must sign and date the declaration at Section G to confirm that they have read, understood and agree to abide by the examination regulations and rules that are outlined in the MRCPsych General Information and Regulations Handbook and the Notes for Guidance in completing the application form.

FAILURE TO COMPLY WITH ANY OF THE SECTIONS OF THE APPLICATION FORM WILL RESULT IN THE APPLICATION FORM BEING REJECTED