



College of Intensive Care Medicine
of Australia and New Zealand
ABN: 16 134 292 103

AVT SUBMISSION INSTRUCTIONS

The College must receive your signed Application for Approval of Vocational Training (AVT) form within 30 days of commencing your CICM accredited or non-accredited training post.

STEP ONE

Go to:

<https://members.cicm.org.au>

Enter your login details
and click **[Sign In]**

CICM Members Portal

Username
ablett

Password
.....

[Forgot your password or username](#)

Sign in

STEP TWO

From the menu, select
[AVT Submission]

 **COLLEGE OF INTENSIVE CARE MEDICINE**
OF AUSTRALIA AND NEW ZEALAND

HOME CONTACT DETAILS TRAINING ITER & ONLINE LEARNING **AVT SUBMISSION** AVT HISTORY INVOICES

STEP THREE

Select **[Start Submissions]**

AVT Submission

Trainees must forward an application for approval of their proposed training post for assessment by the Censor within 30 days of commencing in the post, but preferably prior to their commencement date.

START SUBMISSION

STEP FOUR

Enter the details of your
training post and select
[Submit]

Are you training via the Paediatric Intensive Care pathway? * Select

Do you plan to undertake a three month rural regional rotation during this period? * Select

Email for this submission * test@test.org.au

Submit

AVT Submission

Thank you for your submission. You are now required to complete the following:

1. Download and print the [AVT form](#)
2. You and your listed Supervisor of Training must sign the relevant pages
3. Send the signed AVT form to us via one of two methods:

Scan and send pdf to: training@cicm.org.au

Or

Fax to: +61 3 9533 2657

You may keep the original for your own records.

Upon receipt of your required documentation, you will receive confirmation of your application via email. For further assistance regarding your application, please email training@cicm.org.au

To ensure you receive emails from CICM, please add no-reply@cicm.org.au and cicm@cicm.org.au to your safe list.

STEP FIVE

You will see a confirmation screen.

Print the AVT and email the signed copy to training@cicm.org.au.

The College will acknowledge receipt of your signed form and process it in due course. Your invoice will arrive by automated email. Upon payment of your invoice, your online In-training Evaluation Report (ITER) will be made available for the relevant training period.

Please contact the Training department at training@cicm.org.au for any further information.