

# Reinstatement to the Register of Certificants and RANZCOG Associate (Procedural and Adv. Procedural) Policy and Procedure

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## Purpose and scope

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG/College) *Reinstatement to the Register of Certificants and RANZCOG Associate (Procedural and Adv. Procedural) Policy and Procedure* has been developed to provide guidance on how to apply to be readmitted to the RANZCOG membership.

This Policy applies to Certificants, Diplomates, RANZCOG Associate (Procedural and Adv. Procedural) whose membership has ceased due to the following reasons.

- resignation or removal from the Register due to unfinancial status;
- resignation or removal from the Register due to non-completion of Women's Reproductive Health requirements;
- no longer practising intrapartum care/shared care;
- travelling/working overseas for a period of time.

This Policy does not apply to applicants whose membership was terminated by resolution of the Board under clause 6.2 of the RANZCOG *Constitution*.

To be eligible to apply, applicants must hold current medical registration with either the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ). Applicants who hold non-practising medical registration are not eligible for reinstatement.

## Policy

RANZCOG is the peak body in Australia and New Zealand, dedicated to the establishment of high standards of practice in obstetrics, gynaecology and women's health. Applicants who meet the requirements of the College and complete the qualifications recognised by the RANZCOG Board shall be admitted as members of the College, and their names will be entered into the College register.

To maintain the high standard, members who hold qualifications such as the Certificant, Diplomate, or RANZCOG Associate (Procedural and Adv. Procedural) are required to:

- complete Women's Reproductive Health Continuing Professional Development (CPD) requirements in each CPD Cycle (1<sup>st</sup> January to 31<sup>st</sup> December)
- be financial.

Failure to comply with the above requirements will result in removal from the Register.

## 1. Reinstatement Procedure

The following explains the requirements and process for reinstatement to College membership:

### 1.1 Reinstatement to the Register within the current CPD cycle (e.g. applicant who had resigned or been removed from the Register for being unfinancial):

- Complete the Reinstatement to the Register application form  
**Australia:** : [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#) ;  
**New Zealand:** [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#)) and pay the Application [fee](#),
- Following review of the application form, an invoice will be raised for the Reinstatement to Register fee including any outstanding fees,
- Upon payment, applicant will receive confirmation from the CPD department that the Reinstatement is being processed.

The Reinstatement application will be considered by the Conjoint Committee for Associate Procedural Training (CCAPT) at its next meeting.

### 1.2 Reinstatement to the Register after the applicant was removed in the immediate previous cycle (e.g., an applicant who had resigned or been removed from the Register for being unfinancial or due to non-completion of Women's Reproductive Health requirements):

- Complete the Reinstatement to the Register application form  
**Australia:** : [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#) ;  
**New Zealand:** [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#)) and pay the application [fee](#);
- submit supporting evidence of completion of Women's Reproductive Health requirements for the previous cycle or provide evidence of completion of double the Women's Reproductive Health requirements for the current cycle,
- Following review of the application form, an invoice will be raised for the Reinstatement to Register fee plus any outstanding fees,
- Upon payment, applicant will receive confirmation from the CPD department that the Reinstatement is being processed.

The Reinstatement application will be considered by CCAPT at its next meeting.

### 1.3 Reinstatement to the Register after the applicant has been removed from the Register or resigned for a period greater than three years:

Where an applicant has been removed from the Register for three (3) years or more, they are required to submit specific evidence to support their application.

#### Stage 1 Payment of fee

- Complete the Reinstatement to the Register application form  
**Australia:** : [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#) ;  
**New Zealand:** [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#)) and pay the application fee
- Submit the following:
  - a. an up-to-date Curriculum Vitae,
  - b. evidence of all practice in intrapartum care/shared care that has been undertaken during the period after removal or resignation,
  - c. details of a supervised retraining/upskilling program (with the length of this program to be determined by the CCAPT along with the details of a supervisor for this program. The supervisor should hold a qualification at least equal to that of the applicant,
  - d. the retraining/upskilling program must address the specific training needs of the applicant, which should be determined by the relevant supervisor in consultation with the CCAPT where necessary,
  - e. the retraining/upskilling program must ensure that the applicant meets the level of competency for the relevant areas as defined in the CWH/PTP/and APTP curricula,
  - f. details of planned participation in Women's Reproductive Health activities relevant to scope of practice.
- The CCAPT will consider the Application and proposed retraining/upskilling program.
- The applicant will be notified of the outcome. If approved, the applicant can commence retraining/upskilling.

#### Stage 2 Outcome of retraining/upskilling program

Upon completion of the retraining/upskilling program the applicant must submit the following to the CPD department (email: [cpd@ranzcof.edu.au](mailto:cpd@ranzcof.edu.au)) for review by the CCAPT

- a written report signed by the supervisor. The report must document whether the program has met the relevant training needs and competency areas;
- evidence of completion of the Women's Reproductive Health requirement activities (e.g. certificate of attendance or similar)

Upon payment, the applicant will receive confirmation from the CPD department that the Reinstatement is finalised.

## 2. Fees

Please refer to the [RANZCOG Fees Webpage](#)

## 3. Monitoring and Evaluation

This Policy and the impact on the outcomes of Certificants, RANZCOG Associate (Procedural) and RANZCOG Associate (Adv. Procedural) following the processes outlined will be monitored and evaluated by the College's CCAPT.

## 4. Related RANZCOG documents

Reinstatement to the Register application form

**Australia:** : [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#);

**New Zealand:** [Certificant/RANZCOG Associate \(Procedural\) and RANZCOG Associate \(Adv. Procedural\) Reinstatement Request Form](#))

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2018	Board Approved
v2	August 2022	Reference to online application form to manage reinstatements and updated references from Triennium to cycle
v3	February 2024	Policy revised to reflect change in nomenclature'

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