



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.

1) Login to your Members Portal

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



ABOUT	FELLOWS	TRAINEES AND IMGS	HOSPITALS	RESOURCES
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CICM Portal

Username

Password

Login

Forgot your password?

Your login details have been provided to you by the College. If you encounter any difficulties please contact the College on (03) 9514 2888 during business hours.

2) From the menu, select **AVT Submission**



3) Select **Start Submission**

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



COLLEGE OF INTENSIVE CARE MEDICINE OF AUSTRALIA AND NEW ZEALAND

4) Enter the details of your training post and select **Submit**

Supervisor email (work) *	<input type="text" value="Supervisor Email"/>
Are you training via the Paediatric Intensive Care pathway? *	<input type="text" value="Select"/>
Do you plan to undertake a three month rural regional rotation during this period? *	<input type="text" value="Select"/>
Email for this submission *	<input type="text" value="cicm@cicm.org.au"/>

5) You will see a confirmation screen. Print the AVT and email the signed copy to training@cicm.org.au

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

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.

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.