Professional Competence Scheme
Guide to completing the online application form

Before you apply:

Have the following information to hand:

- Personal Details

- Medical Council Registration Number

- College of Psychiatrists Membership Number (if you are not a member, leave blank. The annual PCS administration fee of €252 is applicable to both members and non-members of the College).

- Professional Qualifications & Dates of Qualification (General Division)

- Correspondence Address

- Current Post Details

- Details of all Previous Posts (General Division, preferably for the past 5 years)

Please note:

- Applications must be made online using the College's application forms.

- You will need a permanent email address.

- All correspondence relating to your application will be sent to the email address you provide in your application form. *Check inbox, spam and junk mail folders regularly as email security systems can block valid emails*.

- If you do not have a permanent email address there are many free email providers that provide a reliable service, e.g. Gmail, Yahoo! and Hotmail.

- If you are interrupted or need to check any details relating to your application, there is a "Save and Return Later" button at the bottom of the form which will allow you to close the form without losing the information you have entered.

Completing the Application Form:

You must choose from one of three application forms:

- **Application form for PCS (General Division)**

  Use this form if you are registered on the Medical Council's General Division register.

- **Application form for PCS (Specialist Division)**

  Use this form if you are registered on the Medical Council's Specialist Division register.

- **Application form for PCS (Supervised Division)**

  Use this form if you are registered on the Medical Council's Supervised Division register.

There are two parts to each form.
Part 1 asks for your medical council number and brief personal information.
An automatic email is sent to you with your Unique Applicant Number (UAN)
Part 2 asks for more detailed information relating to your areas of practice, qualifications etc.
At any point in Part 2 of the form you can save it without submitting, and return to complete it later, using your Medical Council number and UAN which have been emailed to you.

- Enter **http://www.irishpsychiatry.ie/professional-competence/enrol-in-pcs/** in your web browser or go to the College website **www.irishpsychiatry.ie**, select the Professional Competence tab, and click on the "Enrol in PCS" box.

- Choose the correct application form for you, and click on that link.

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PART 1 OF FORM:

- The form will open and you will be asked to enter some details about yourself.

- Note that the name you enter should correspond with your Medical Council registration.

- Some fields are marked with a red asterisk, which indicates that you must fill in the required information in that field.

- When you "submit" Part 1 of the form, a **Unique Applicant Number (UAN)** will be generated and sent to the email address you provided.

- On clicking the "submit" button, a page will open inviting you to continue to complete the application or save your form and return to it later using your UAN. The email sent automatically to you will contain a link and a record of your Unique Applicant Number (UAN) so that you will always have the necessary information to hand.

- You should quote your **Unique Applicant Number (UAN)** in all correspondence relating to your application.

PART 2 OF FORM:

You must complete all sections before finally submitting your application. If you don't have all the information to hand, you can simply choose the "Save and Return Later" option which is found at the bottom of the form.

_____**Information needed**_____

General Division:

- Personal Details
- Correspondence Address
- Professional Qualifications & dates
- Current Post details
- Previous Posts details

Specialist Division:

- Personal Details
- Medical Council Registration
- Correspondence Address
- Current Post details

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CPsychI Membership Number:

If you are a member of the College, insert your membership number here.

If you are not a College member, leave it blank.

Expanding the Sections of the Form:

Click on the Section Headings or on the ➕ and ➖ symbols to expand or minimise each section of the form.

Submitting your application:

When you have completed your application, you may wish to print a copy before submitting it. Click on the blue "print it now" link at the end of the form BEFORE you submit.

Click on the **Submit** button at the end of the form to send your application in to the College.

Next Steps:

1. **CONFIRMATION OF RECEIPT OF YOUR APPLICATION**
   After your application has been submitted online, confirmation of your application will be displayed on your screen and emailed to you.

2. **REVIEW OF YOUR APPLICATION**
   Applications for the College of Psychiatrists of Ireland's PCS will be confidentially reviewed by appointed officers of the College's Professional Competence Committee. This process may take a number of weeks to be completed.

3. **REQUEST FOR MORE INFORMATION IF NECESSARY**
   You may be asked to provide more information if the application form is incomplete, does not contain enough detail, or if the application was made on the incorrect form.

4. **AGREE TO TERMS & CONDITIONS OF SCHEME**
   If your application is accepted, you will receive an email containing the Terms & Conditions of the College's PCS. You are asked to read the Terms and Conditions and confirm you agree with them.

5. **INVOICE FOR PCS FEE**
   The annual PCS administration fee of €252 is applicable to both members and non-members of the College and the College will issue invoices with respect to the fee each year.

6. **ENROLMENT ONTO PCS**
   When we receive your agreement to the Terms & Conditions of the Scheme and your payment, we will confirm by email your enrolment onto the PCS. A receipt will be contained in that email for the PCS fee paid.

Further Step:

7. **YOU WILL RECEIVE LOG-IN DETAILS FOR YOUR ONLINE PCS DIARY**
   The College has developed a private, secure online PCS Diary area for each doctor enrolled on the PCS. You will be issued by email with log-in instructions and passwords. The PCS Diary area can be accessed at the following link:
   http://irishpsychiatry.ie/pcs/web/login.php

Contact:
If you have any difficulty completing the application form please contact the College for assistance. Email pcs@irishpsychiatry.ie / louise@irishpsychiatry.ie or call the PCS office on (01) 634 4375 / 634 4378.