

What will I need to upload as part of my online application?

- A Head Of Department Declaration (H.O.D.)
- A Digital photograph (passport size)

Is this all I need?

No. You will also need to have your bank card details ready to input and you may need evidence of your exemption ready to upload.

Will I need an exemption?

Only if you are applying for the FCAI Written Exam and have not completed the Membership MCAI examination.*

Which browser should I use?

Google Chrome, Mozilla, or Safari. Others will encounter problems.

What is a H.O.D. Declaration?

It is a signed statement confirming you have the required experience in an anaesthetic post to sit a particular exam i.e. 6 months experience for the MCAI MCQ Exam, 12 months for the MCAI OSCE/SOE Exam and 36 months for the FCAI Written Exam.

Who signs it?

The head of the department in which you currently work.

In which format should my H.O.D. Declaration be?

PDF only. Scan this declaration when it has been signed and have it ready to upload. Phone photographs will not upload.

Where can I get a H.O.D.?

It is available to download at www.anaesthesia.ie under 'exam applications'

Is the H.O.D. the same for each exam?

No. It is specific to each exam.

How soon is my application acknowledged?

Immediately if processed completely.

What happens if I complete part of the application?

Your data will not be saved and your application is not acknowledged.

When is the payment processed?

Usually within 24 hours of submitting your application.

How can I complete the application in one visit?

Have the following ready before starting:

1. *Your digital photograph*
2. *Your pdf of the completed H.O.D. Declaration*
3. *Your bank details*
4. *Your medical qualification details (name of qualification, dates, place of study etc.)*
5. *Your current employment details (start date etc.)*
6. *Your evidence of exemption (if needed) in pdf format**

*exemptions from Membership MCAI

- The Primary or Final Fellowship of the Royal College of Anaesthetists (UK)
- The Fellowship of the Australian and New Zealand College of Anaesthetists.
- The Fellowship of the College of Anaesthetists of South Africa.
- The Fellowship in Anaesthesia of the Royal College of Physicians and Surgeons of Canada.
- The Diploma Certificate of the American Board of Anesthesiology.
- The Diploma in Anaesthesiology of the European Society of Anaesthesiology.
- The Fellowship in Anaesthesiology of the College of Physicians and Surgeons Pakistan since April 1998.
- Overseas Qualifying Examination of the College of Anaesthetists of Ireland.
- Doctor of Medicine (Anaesthetics) University of West Indies since and including November 2013

What happens if I am not eligible?

Ensure you are by checking the "Examinations Regulations 2017" document at <https://www.anaesthesia.ie/index.php/examinations/examination-regulations> www.anaesthesia.ie

The timetable says i.e. 24th/25th- Is my exam over two days?

No. All CAI candidates complete their exams in one day. You cannot choose your date. Your exam date will be confirmed in your official exam invitation. * OSCE/SOE candidates at overseas centres may be required to attend more than one day.*

When will I get my official invitation?

Invitations are posted on the Friday of the week your application is processed. The CAI recommends that you do not make travel arrangements until you get this letter.

If I apply on Saturday or Sunday?

Applications submitted after 5pm each Friday will be processed the following Monday as the College closes every weekend.

Is my exam place guaranteed if I apply before the closing date?

No. The exam will automatically close to applications before the published closing date if capacity is full. Places are limited so please apply early.