

How to register as an ASBP Trainee

1. **Download and read the *ASBP Standards for Training and Competence of Breast Physicians*.** Ensure you satisfy the criteria for becoming a trainee (Section 4). You must be an Associate member of the ASBP to register as a trainee. If you are not, you can download the application form for Associate membership from our website: [How to Become A Breast Physician - ASBP \(breastphysicians.org\)](https://www.breastphysicians.org/ASBP)

2. **Make contact with a suitable supervisor** in your workplace and request that they supervise your training. You should show the supervisor the training requirements as outlined in the *ASBP Standards for Training and Competence of Breast Physicians*. Email the Chair of Education at the ASBP (asbp@amaq.com.au) for help to engage a co-supervisor if no Breast Physician is available in your workplace to supervise you.

3. **Download and complete the trainee registration form:** Both the Trainee and the Supervisor (and Co-supervisor/s if applicable) **must review the *ASBP Standards for Training and Competence of Breast Physicians* prior to signing the trainee registration form.** This is to ensure that everyone involved understands the requirements, responsibilities and commitment of being a trainee and of being a supervisor / co-supervisor. Email your completed form to the ASBP chair of education at asbp@amaq.com.au

4. **Complete the ASBP registration payment.**

Once your registration application has been accepted you will be invoiced by the ASBP. The registration fee is a one-off payment at the start of your training. Please email us for the current rate.

Along with your receipt you will be emailed a digital Learning Portfolio, which is your responsibility to maintain during the period of your training.

You and your Supervisor/s will be:

- emailed separate personal passwords which allow each of you access to the ASBP training modules, Resources Lists and the ASBP Assessment forms (all accessed via the ASBP website password protected trainee portal.)
- allocated a Supervisor Peer Review Group (SPRG)
- be advised of the due dates for submission of evidence of progression (every 6 months)
- be given the SPRG mid-year and end of year dates when your evidence of progression in modules will be reviewed.

5. **Annual fees while training are levied at the end of each financial year* and are:**

ASBP associate membership fee (please email us for the current rate)

Trainee document review fee (please email us for the current rate). This annual fee covers the administration and meeting costs associated with:

- the Supervisor Peer Review Group's review of the trainee's learning portfolio and assessment documents every 6 months.
- the ASBP Board's review of the trainee's overall progression at the end of each year.

All fees are in the dollar value of the country in which the trainee resides.

*ie: the Document Review Fee for the calendar year 2024 is due on July 1, 2024