In **Section 1** we looked at how to get started and given advice on:

- decision time
- patience
- joining a peer group
- strategy
- referees.

In particular we would advise you to:

- set a date for submission and stick to it
- allow a time scale of 6–12 months and don’t be put off by the lack of a quick response
- collect more documents while waiting
- select referees wisely.

### 1.2 Reflection

Before you start, think about previous applications you have made. Consider the factors that helped or hindered your success?

In **Section 2** we discussed how to prepare your application and looked in detail at requested information and documentation. In particular, we have advised you to:

- ensure you provide adequate documentation as proof of your identity
- prepare your CV and list details in reverse chronological order. Don’t worry about the length of the CV as it is not for a job application and PMETB need much more detail
- provide validated certificates of qualifications and good standing
- provide College CPD certificates and details of any courses attended
- provide evidence of training, teaching, appraisals and awards
- provide evidence of job plans, job descriptions with summary of activities
- include all the relevant documents of service development. Remember to include validated summary of audits and research
• provide validated copies of appraisals as evidence of health and probity.

2.16 Reflection
Think of a time when you felt able to improve professionally, perhaps as a result of external influences such as inspiration from a presentation, professional training, or through discussions with your peers? What were you able to achieve as a result? What effect did this have on the service?

In Section 3 we have looked at the process of submission to ensure materials are gathered and delivered in the correct format.

• Submit only validated evidence, stamped, signed and dated by your Consultant or Clinical Director. This may be a tedious exercise but is mandatory and proves authenticity.
• Use the College 360 Appraisal where possible and add testimonials from relevant professionals.
• Remember to itemise all evidence under the Good Practice guidelines.
• Keep copies of everything you send.
• Always use your PMETB reference number on correspondence.
• Include the signed and dated Statutory Application form.
• Send Recorded Delivery.

In Section 4 we examined the use of time post submission to final completion. Remember to:

• use your reference number in all correspondence
• engage your team in the process
• finish your audit and research
• respond effectively to the Certification officers’ requests
• have a set time each week for further delivery
• maintain momentum and direction
• be inclusive and comprehensive
• append a copy of the original Application form to each subsequent submission
• itemise the additional material
• resist the Freeze Phenomenon.

4.3 Reflection
Think about how you might react if you received a letter from PMETB requesting additional evidence to continue with your Article 14 application?
**Useful information**

<table>
<thead>
<tr>
<th>Ref</th>
<th>Details</th>
<th>Further information</th>
</tr>
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</table>
| (1) | PMETB Article 14 application pack | **Website:** [http://www.pmetb.org.uk/index.php?id=cesr](http://www.pmetb.org.uk/index.php?id=cesr)  
**Email:** applicationpack@pmetb.org.uk  
or for further information: info@pmetb.org.uk  
For Article14 legislation/policy queries: article14@pmetb.org.uk |
| (2) | Royal College of Psychiatrists CPD Programme | [http://www.rcpsych.ac.uk/training/cpd.aspx](http://www.rcpsych.ac.uk/training/cpd.aspx) |
| (3) | 360 degree appraisal (ACP 360) | Royal College of Psychiatrists Centre for Quality Improvement (CCQI)  
4th Floor, Standon House  
21 Mansell Street  
London  
E1 8AA  
**Email:** acp360@cru.rcpsych.ac.uk  
**Tel:** 020 7977 6664 / 020 7977 6663  
**Fax:** 020 7481 4831  
**Website:** [http://www.rcpsych.ac.uk/clinicalservicestandards/centreforqualityimprovement/acp360.aspx](http://www.rcpsych.ac.uk/clinicalservicestandards/centreforqualityimprovement/acp360.aspx) |
Further reading

Apply2Medicine, PMETB Article 14 (CESR) Application Support, [website]


Education and Training Centre Professional Development in Mental Health Care. Raising Standards ...achieving excellence [website]


Postgraduate Medical Education and Training Board (2005) Background information on Article 14. London: PMETB


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