



Instructions for Course Reaccreditation Online Application

STEP 1: To create your user account:

1. Go to [RACS Provider Portal](#)
2. Select "Create Account" – to create your personal log in to the RACS system

3. When you have created your account please notify the accreditation team via email course.accreditation@surgeons.org - and include the following details:
 - The email address used to create your account
 - Your full organisational address details
4. A link between you and your organisation will then be created in the online portal
5. You will then receive access confirmation

STEP 2: To lodge your application:

1. Upon receipt of your access confirmation, please log on to the [RACS Provider Portal](#)
2. The following dashboard will be displayed:

3. Select "New Course Accreditation Application" use the Standards and criteria for the accreditation of courses as a point of reference, which is located in the Resources section
4. You will be directed to the RACS checkout page for online payment. Do not make a payment, RACS does not charge for reaccreditation.
5. email course.accreditation@surgeons.org and a manually bypass will be arranged through the payment gateway to facilitate lodging your application. We will inform you via email when this has happened.
6. When completing the Application, monitor your progress using the progression bar at the top of the Accreditation page. You can choose to save and exit at any time.

