CPSYCHI
COLLEGE OF
PSYCHIATRISTS
OF IRELAND

5 Herbert Street, Dublin
D02 CK68
Tel: 01 661 8450
www.irishpsychiatry.ie

Professional Competence Scheme (PCS)
Guide to completing the online application form

Updated July 2026

Before you apply:

Have the following information to hand:

- Personal Details
- Medical Council Registration Number
- CPsychI College ID or Membership Number (if applicable, otherwise leave blank)
- Correspondence Address
- Current Post Details
- Professional Qualifications & Dates of Qualification (*General Division only*)
- Details of all Previous Posts (*General Division only*; for the past 1-2 years or conferral if recent)

Please note:

- Applications must be made online using the CPsychI Online PCS application forms
- You will need a permanent email address (personal email address recommended, a non-Hotmail address if possible, as Hotmail accounts can have problems receiving some of our emails).
- 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 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 OF FORM:

- The form will open and you will be asked for your medical council number and brief personal information.
- 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 automatically 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 UAN so that you will always have the necessary information to hand.
- You should quote your **Medical Council Registration Number (MCRN)** in all correspondence relating to your application.

PART 2 OF FORM:

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.

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:	Specialist Division:
• Personal Details	• Personal Details
• Correspondence Address	• Medical Council Registration
• Professional Qualifications & dates	• Correspondence Address
• Current Post details	• Current Post details
• Previous Posts details	

CPsychI Membership Number / College ID:

If you have a CPsychI membership number or college ID, insert it here. Otherwise, leave 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 or save 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 CPsychI.

Next Steps:

1. Confirmation of receipt of your application
   After you submit your application, confirmation will be displayed on screen and emailed to you.

2. Review of your application
   Applications for the CPsychI PCS are confidentially reviewed. 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. Acceptance of your application
   If your application is accepted, you will receive an email with a link to read and agree to the PCS Terms & Conditions, and pay your annual PCS fee. The PCS fee is applicable to both CPsychI members and non-members.

5. Enrolment on PCS
   When you have agreed to the PCS Terms & Conditions and paid your PCS fee, we will confirm by email your enrolment onto the CPsychI PCS. A receipt will be attached to that email for the PCS fee paid. You will subsequently be set up with a PCS diary and emailed the access details.

Contact:

If you have any difficulty completing the application form, please contact us at pcs@irishpsychiatry.ie or phone (01) 634 4375 / 634 4378 during office hours.