

## *Step-by-step guide to enrolling in the Practice Experience Program Entry Assessment (PEPEA)*

### **Step 1 – Receive your “PEPEA enrolment” email**

You will receive an email which contains a link to the RACGP website. Please follow the link and login to access information about the PEPEA. If you have any difficulty logging in to the RACGP website or if you have forgotten your password, please contact the RACGP on 1800 472 247.

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### **Step 2 – Read PEPEA policies**

Read the information provided about the PEPEA and click on PROCEED TO ENROLMENT when you are ready to proceed.

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### **Step 3 – Pay fee**

Read the information on the screen, ensure your personal details are correct and confirm that you have read and accept the policies before clicking on REGISTER NOW when you are ready to pay the \$725 selection fee. You will be required to enter your credit/debit card details before clicking PROCESS PAYMENT.

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### **Step 4 – Receive confirmation of payment**

You will then arrive at the CONFIRMATION OF EVENT PAYMENT screen. This screen confirms that you have paid the selection fee but you have not yet completed your enrolment in the PEPEA. Please click on PROCEED TO ENROLMENT to continue your PEPEA enrolment.

You will also receive an email confirming payment of the selection fee. If you do not receive the confirmation email 1 hour after you have made payment, please contact the RACGP on 1800 472 247.

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## **Step 5 – Arrive at Pearson VUE home page**

You will be redirected to the Pearson VUE home page. You will be able to see the PEPEA listed under PRE-APPROVED EXAMS. Click on the PEPEA to proceed to the next screen to review all RACGP policies related to the assessment. You must agree to the policies by selecting AGREE.

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## **Step 6 – Select your PEPEA test venue**

You will arrive at the FIND A TEST CENTER screen where your address will be prepopulated in the address box. The test venues closest to your address will automatically appear on screen. Select your preferred venue before clicking NEXT.

If you wish to undertake the test in a different city or state, you can edit the address displayed in the address box and view alternate test venues.

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## **Step 7 – Choose your appointment**

You will arrive at the FIND AN APPOINTMENT screen. Select your preferred appointment date by clicking the relevant highlighted date in the calendar. Select your preferred appointment time by clicking the relevant highlighted button in the bottom right of the screen.

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## **Step 8 – Review your test appointment details**

You will arrive at the screen which will display the details of your test appointment. Please review all appointment details as well as your contact information. If all of the details are correct please click on NEXT. You can then confirm your appointment details before clicking SUBMIT ORDER to complete your enrolment.

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## **Step 9 – Receive confirmation of test appointment**

You will receive notification that a confirmation email has been sent to you containing all confirmed details of your test appointment. Please read this email carefully and contact the RACGP if any of the information is incorrect.

If you do not receive the confirmation email 1 hour after you have completed your enrolment, please contact the RACGP on 1800 472 247.

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