

IN-TRAINING ASSESSMENT (ITA)
Guidelines for Directors of Training

VENUES AND ESAIC ACCREDITATION

The ITA can be held, on application, in those departments who have obtained Accreditation by the Examinations Committee of the European Society of Anaesthesiology and Intensive Care (ESAIC). The ITA can also be taken in the Part I Examination Centres. All Part I Examination Centres are listed on the ESAIC website. If you are not sure whether your department has already been accredited to organise the ITA, please contact the ESAIC Examinations Office. The Examinations Office can also advise on nearby Departments that are hosting the ITA.

DIRECTORS OF TRAINING

Directors of Training who wish to host the ITA should:

- a) Ensure that they have ESAIC Accreditation and should apply for it if they do not have any.
- b) Submit their “Group application form” showing all requested details by the closing date (see ESAIC website). All candidates being registered by the same hospital must be mentioned on the same Group application form.
- c) Ensure that one group payment will be organized upon receipt of the ESAIC invoice. Any individual payments received from candidates registered through a group registration form will be rejected.

Full ITA Host guidelines can be provided by the ESAIC Examinations Office upon request.

Directors of Training who do not wish to host the ITA but have candidates wishing to take ITA in a Part I Examination Centre or in a nearby ESAIC-accredited hospital, should:

- a) Submit their “Group application form” showing all requested details by the closing date (see ESAIC website). All candidates being registered by the same hospital must be mentioned on the same Group application form.
- b) Ensure that one group payment will be organized upon receipt of the ESAIC invoice. Any individual payments received from candidates registered through a group registration form will be rejected.

CANCELLATIONS AND ADDITIONAL CANDIDATES

Directors of Training may withdraw, in writing, applications on behalf of one or more candidates and may receive back the appropriate amount of the fee paid net of a €50 administration fee per cancelled candidate, provided that such withdrawal is received before the application deadline. Refund requests submitted after the registration deadline can only be granted under exceptional circumstances; the official documents justifying the refund request must be sent to exam@esaic.org no later than one month after the ITA. The refund of the registration fee after the deadline is at the discretion of the ESAIC. Please see [ESAIC website](#) for all details.

No additional candidate can be accepted after the registration deadline. Candidates cancelling after the application deadline cannot be replaced. The Director of Training is responsible for providing complete and correct data for the group they are registering before the registration deadline.