ACE

advanced choice of employment

ACE RMO 2026 Intake for the 2027 Training Year Reference Collection Guide

For New Zealand and Australian medical graduates applying for a first year House Officer position in New Zealand

Updated Jan 2026

Content

References 3

ACE References Policy 3

Exemption Policy 3

ACE Reference Flowchart 4

How to Submit References 5

Online Reference Requests 5

Create Reference Request 6

Manual Reference Requests: File Upload Request to ACE 6

Reference Status 7

Assigning References to Your Application 8

References

As part of your online application, you will be required to nominate **three referees** to complete references for you. All three references must be completed for your application to be deemed complete. ACE recommends that you personally approach your referee – prior to sending an online reference request – to ensure that they are happy to provide a reference for you, that they are eligible to act as a referee and you have the correct contact details for them. More information about who is eligible to act as a referee can be found in the ACE references policy below.

Important note: Once you request a reference and it has been completed, you will **not be able to delete** the reference. Therefore, it is very important that you give some thought to the process before you send out reference requests and ensure your referee is eligible to complete the references

ACE References Policy

Referees must be either **provisionally vocationally or vocationally registered** Consultant, SMO or a GP who has observed the applicant's clinical work in a New Zealand health setting or in a comparable health setting (as defined by the Medical Council of New Zealand). Here's a link to MCNZ comparable health settings: MCNZ list of comparable health system countries.

References must be obtained within two years of graduation and from placements the applicant has completed in their final year of study.

Exemption Policy

Ordinarily you must obtain a minimum of three references from your final year for your ACE application to be deemed complete. **ACE will allow an exemption to this if you are completing an elective overseas during the first half of your final year.** If this is the case for you, ACE will allow:

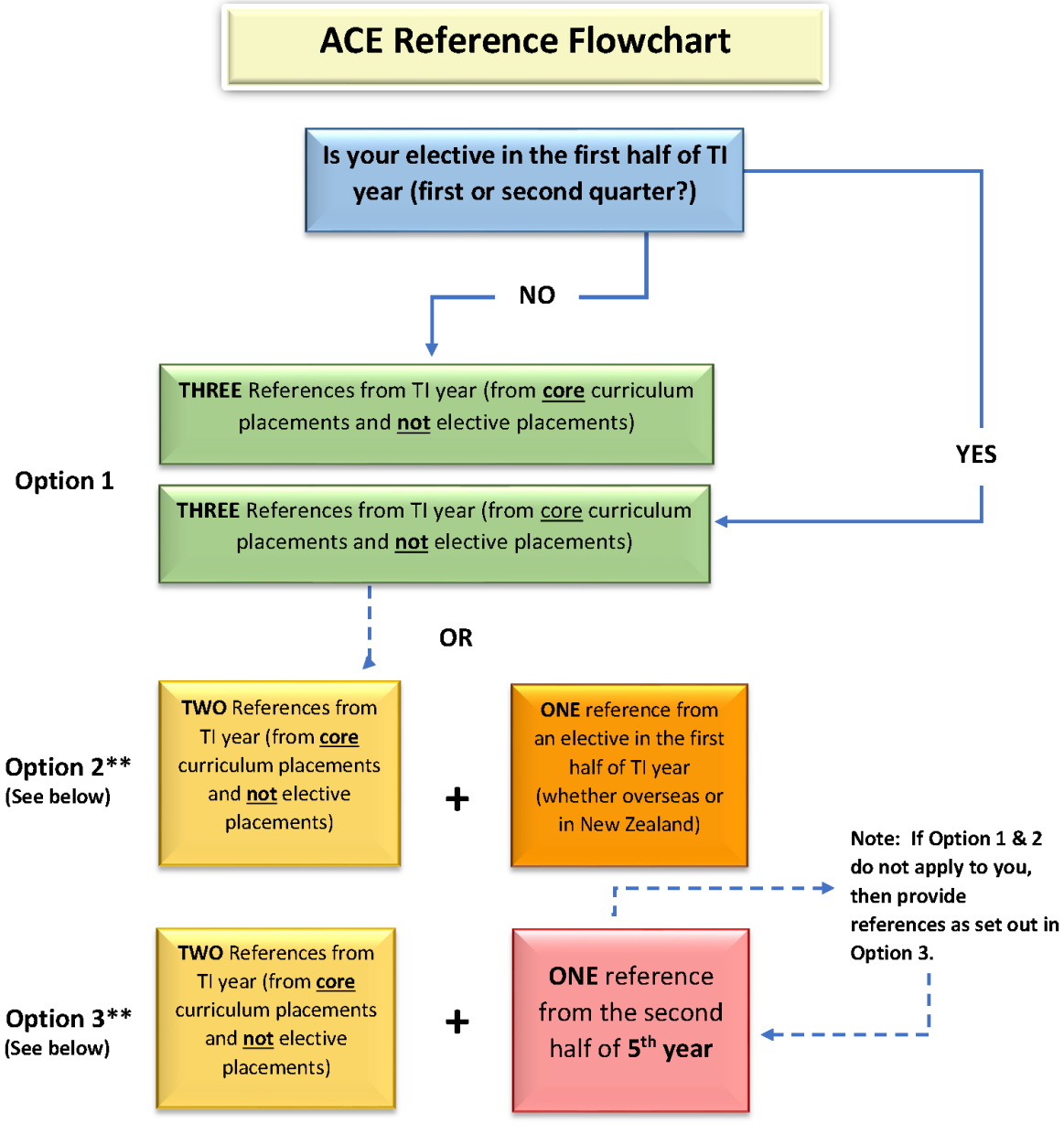
1. One of the 3 references to be from the second half of the fifth year (penultimate year).

   Or

2. One reference from the elective provided it is from a hospital that is included in the MCNZ list of comparable health system countries. Applicants completing an elective in a non-comparable health country can use a reference from that placement if their clinical supervisor possesses a current practising certificate and holds vocational scope of practice with either the New Zealand Medical Council, Australian Medical Council, General Medical Council (GMC) or Irish Medical Councils.

The maximum number of references required to be submitted is **three** and therefore the number of references that you can request is **three**, **however** if you are needing to request a reference from your 5th Year as per the options noted above as an **exception** then you have the option to request four references but still only upload three (**One** 5th year and **two** 6th year references). In order to request four references as an exception, you would need to request your 5th year reference first and then your three 6th year references thereafter and obtain clearance from ACE to do so.

ACE Reference Flowchart



****Reference Pathway Option One must be used wherever possible, only when this does not apply; Option 2 or 3 may be provided as alternatives.**

Note: Referees (whether overseas or in New Zealand) must be eligible as defined in the ACE Business Rules (available at https://rmo.acenz.net.nz/

If you are unable to nominate three referees, please contact ACE as soon as possible.

Once you have entered a referee's details into your application and they have completed your reference online, you will not be able to make any changes.

You will be unable to view references through the ACE application process. If you wish to view your reference, you must arrange this directly with your referee.

Applicants are allowed to choose references from different settings e.g., mix of GP, hospital based (different clinical attachments), laboratory based, community setting.

Online reference requests can be sent before applications open via your ACE profile. Referees will be sent a unique link to complete your references electronically when you enter and submit their details through the ACE application website.

Applicants are encouraged to choose references from different settings e.g., mix of GP, hospital based (different clinical attachments), laboratory based, community setting.

If your referee cannot complete your reference form online, you must contact ACE immediately.

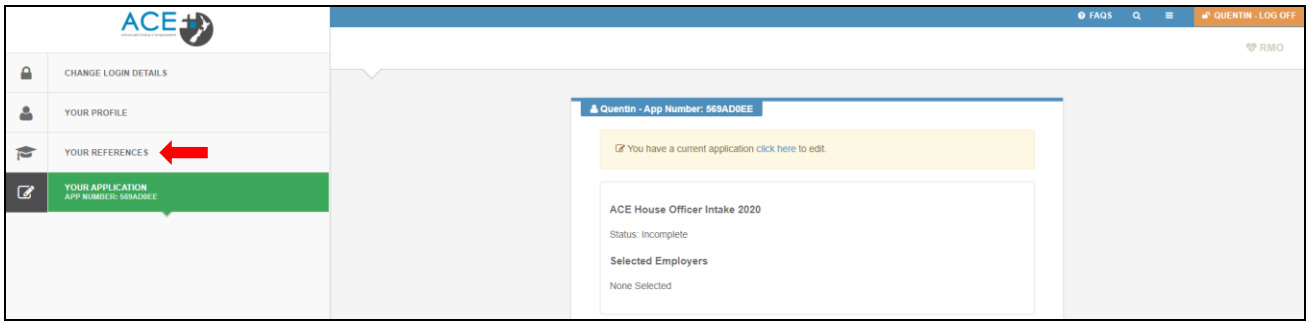
How to Submit References

It is your responsibility to identify and obtain references from **three referees** that meet the ACE references Policy**.** It is advisable to contact your potential referees as soon as possible to ask if they would be happy to provide a reference and avoid any possible delays in obtaining your references.

There are two parts to completing references:

1. Requesting the reference in the **'Your References'** tab **-** this can be done *before* the ACE RMO intake opens in **March**, and until the intake closes in **July**.
2. Assigning completed references to your application form – this can only be done *after* the ACE RMO intake opens in **March**, and until the intake closes in **July**.

'Your References' sits outside of the application form. Once you log in to your ACE account, you will find it the top left hand corner of the page.



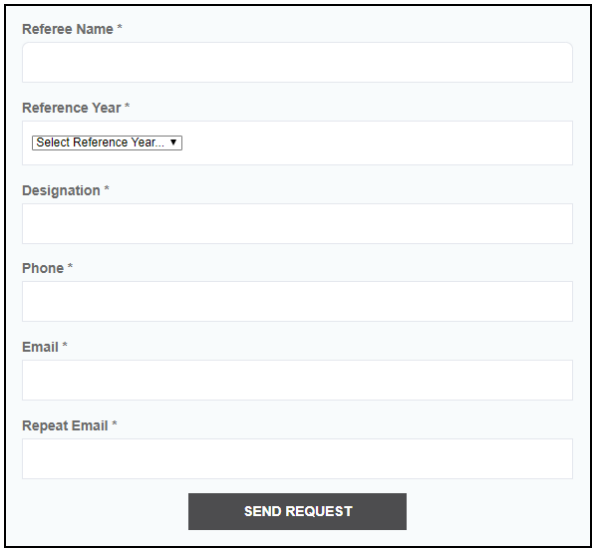
There are two types of reference requests:

- Online Reference Requests – unique link to complete reference sent directly to your referee.
- Manual Reference: File Upload Requests – sends email request to ACE to upload a reference manually completed by your referee to your application. You must contact ACE to employ this process on **0508 ACE RMO.**

Online Reference Requests

To send a reference request directly to your referee, once you are in the **'Your References'** tab, complete all the required details in the box directly under **'Create Reference Request'.**

Create Reference Request



Reference requests need to be created one at a time, with all fields completed for each reference request before you can click the **'Send Request'** button.

Once you click the **'Send Request'** button, your referee will receive a unique electronic link and instructions to complete your reference.

Repeat this process for the next two referees until you have successfully sent all three reference requests.

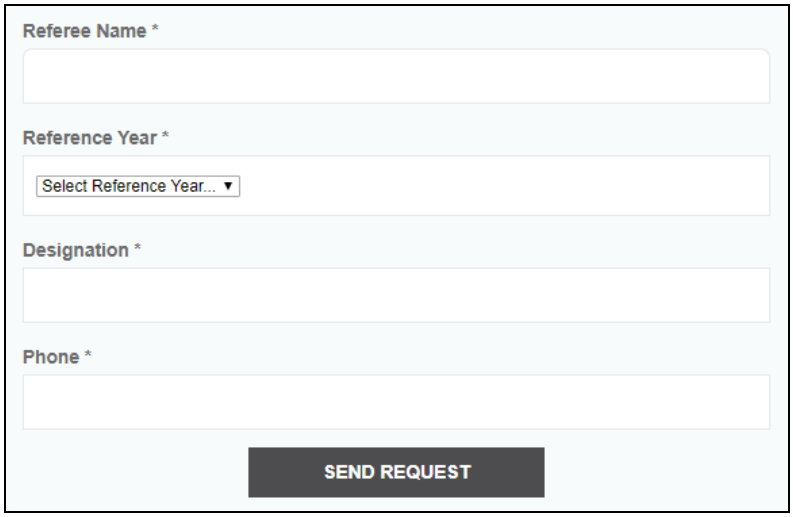
If your referee has manually completed the reference form and forwarded this to ACE via email, post or fax, please scroll down the page to the 'Manual Reference: File Upload Request to ACE' section.

Manual Reference Requests: File Upload Request to ACE

Note: ACE does not encourage applicants to submit manual references. Therefore, if you have exceptional circumstances meaning that you need to upload a manual reference, you must contact ACE to request the form to be emailed to you or your referee.

If your referee has manually completed a reference form and forwarded this to ACE via email, post or fax, you need to use the **'Manual Reference: File Upload Request to ACE'** section under **'Your References'**. Complete all the below fields and click the 'Send Request' button to send the request to ACE.

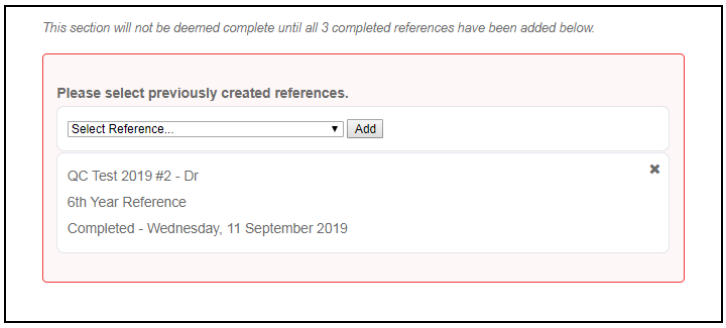
Please note: ACE can only upload manual references once the intake is open.



If you have asked more than 1 referee to provide a manual reference, a **'Manual Reference: File Upload Request to ACE'** needs to be sent for each referee.

Once you click the **'Send Request'** button, the ACE team will receive an email to upload the specified reference to your application; and your reference will display under **'completed reference requests'** – so that it can be assigned to your application. For further details you can refer to page 21 of the applicant guide here.

Once the intake is open and you have assigned the manual upload reference to your application, the reference status within your application will be displayed as **'Incomplete – Awaiting File'** until ACE has uploaded the manual reference file to your application.



If ACE has not received a completed reference form from your referee, your application status will remain incomplete. Please get in contact with the ACE team if you are unsure whether your reference has been received.

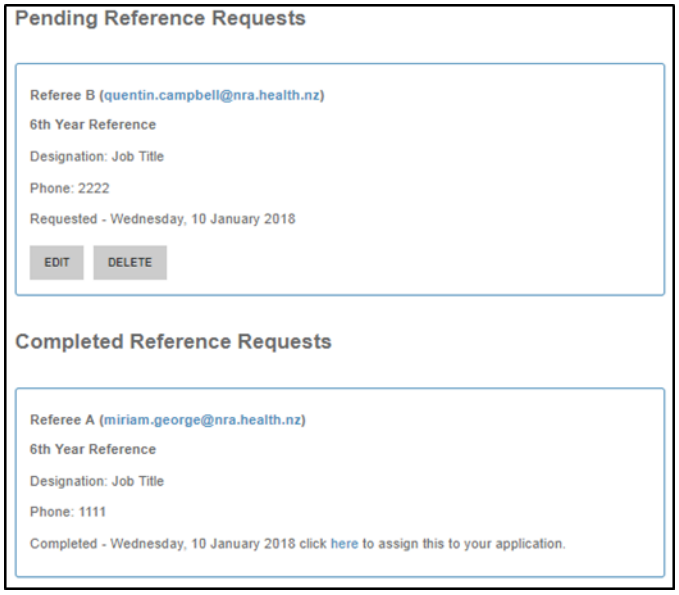
Reference Status

Once reference requests have been sent to the referee or to ACE, the status of the references will be displayed as '**Pending** or **Completed Reference Requests'** at the bottom of the page**.**

Reference requests that are pending can be edited or deleted – however, please note that your referee will be notified if the reference request is deleted.

Once a referee has completed a reference for you, the status of the reference will change to completed and no further changes can be made. You will then need to assign the completed reference to your application.

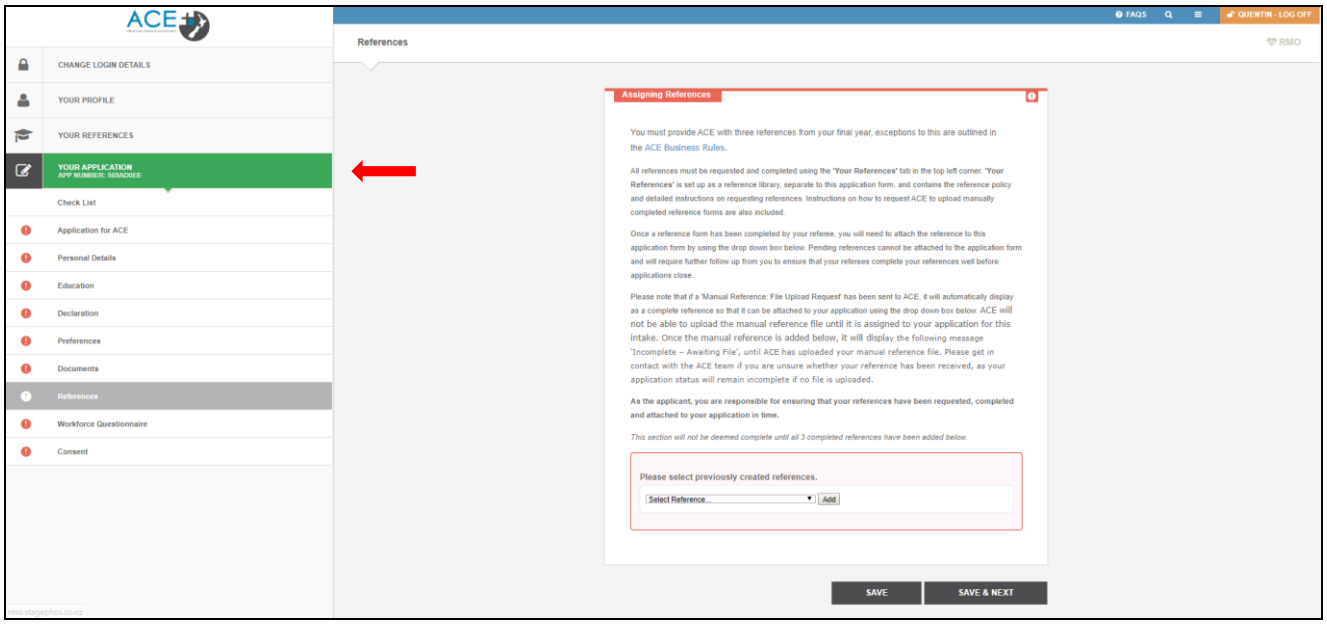
Important to Note: Once a Manual Reference: File Upload Request has been sent to ACE, the reference will display as a completed reference request so that it can be assigned to your application for this intake. Please note that the reference request will not be deemed complete until ACE has uploaded the manual reference file to your application.



Assigning References to Your Application

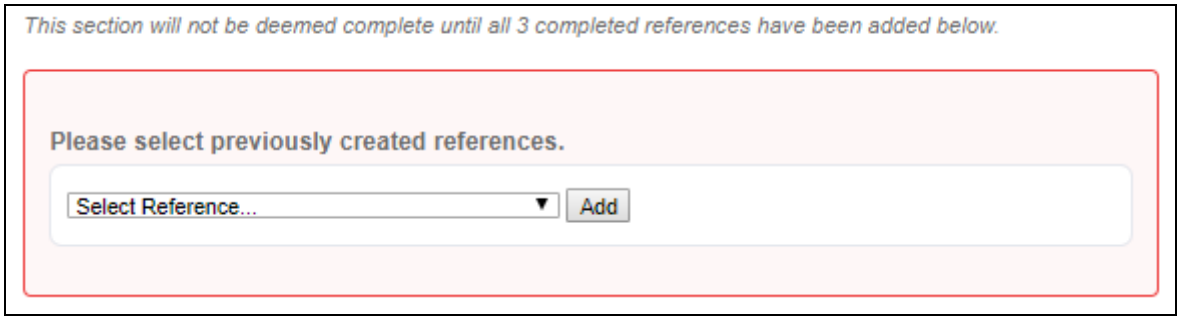
Completed references cannot be assigned to applications until the intake opens in **March**.

References can be assigned by clicking the hyperlink provided for all completed references or going into **'Your Application'** and then going into the **'References'** section of the check list.



To assign a reference:

- Pick the completed reference from the drop-down box
- Click the 'Add' button



Three completed references need to be assigned to your application, for the references section of your application to be deemed complete.

Your referees must complete the online reference form and ensure they click submit before the application close date. Make sure you have enough time to assign the completed reference to your application.

Alternatively, if you have downloaded the ACE Reference Form and sent this to your referee, they can then send the completed hard copy of their reference directly back to ACE via Email, or post. Once applications open, you will need to request ACE to upload your manual reference file.

Note: ACE will NOT upload these references until you have notified them to do so.

It is your responsibility to ensure ACE receives **three** completed references. The supply of incorrect referee details or nominating referees that have not agreed to act as your referee may mean your application will be incomplete at the close date. We will send you regular reminders noting which documentation including references, are missing.