



## Guidance notes

### Award of the Certificate of Completion of Training (CCT)

#### Introduction

These guidance notes are for trainees intending to apply for the award of a Certificate of Completion of Training (CCT) in the following specialties:

- chemical pathology (including chemical pathology [metabolic medicine])
- histopathology (and related subspecialties)
- medical microbiology and virology.

Trainees wishing to apply for a CCT in haematology, immunology and joint trainees in medical microbiology, virology and infectious diseases should contact:

#### Joint Royal Colleges of Physicians Training Board (JRCPTB)

11 St Andrews Place

Regent's Park

London NW1 4LE

Tel: 020 7935 1174

Website: [www.jrcptb.org.uk](http://www.jrcptb.org.uk)

#### Legal requirements in the UK

It is a legal requirement that a doctor must have his or her name entered on the Specialist Register of the General Medical Council (GMC) before taking up a substantive, honorary or fixed-term NHS consultant post in the UK.

For trainees who satisfactorily complete specialist training in the UK, entry to the Specialist Register will be dependent upon the award of a CCT, a Certificate confirming Eligibility for Specialist Registration (CESR), or a Combined Programme CESR (CP) which will be awarded by the General Medical Council (GMC) upon recommendation from the relevant College.

#### Criteria for the award of the CCT

The criteria upon which The Royal College of Pathologists will recommend to GMC that a CCT may be awarded to a trainee are:

- evidence of satisfactory completion, in a GMC (or its predecessor body, PMETB) approved UK training programme, of the relevant curriculum and minimum training period as confirmed by the Postgraduate Dean, which may include
  - any training approved towards the CCT by the Training and Educational Standards Department of the Royal College of Pathologists by 31 July 2007.
  - any training prospectively approved towards the CCT by GMC (or its predecessor body, PMETB).
- attainment of the Fellowship of The Royal College of Pathologists (FRCPath) **by examination.**
- acquisition of RITA (Record of In-Training Assessment) Form G.



Trainees who would like to have training considered towards completion of training which has not been approved by the College by 31 July 2007, or training that has not been prospectively approved by GMC (or its predecessor body, PMETB) must apply for entry to the Specialist Register via the CESR (CP) route. Trainees who are not sure about their route of entry to the Specialist Register can contact the Training and Educational Standards Co-ordinator (see overleaf) for advice.

## Applying for the award of the CCT

The Training and Educational Standards Department email trainees within one month of them passing the FRCPATH Part 2 examination with details about how to apply for entry to the Specialist Register, including access details for Certification Online. Alternatively, trainees who meet the criteria for the award of the CCT can contact the Training and Educational Standards Coordinator at the College for application details.

There are two stages to the CCT application process:

- 1. Certification Online** (<http://www.gmc-uk.org/doctors/aboutcertificationonline.asp>): This is GMC's online application system. To be eligible to apply, doctors must be a trainee on a GMC (or its predecessor body, PMETB) approved UK CCT programme and submit their application **no more than 6 months prior to or 6 months after their expected CCT date**. Trainees can only apply in a maximum of two specialties. Trainees who do not fulfil these requirements should contact GMC directly. Eligible pathology trainees should contact Lindsay Fortune (see below) to obtain access details for Certification Online.
- 2.** Completion of a Royal College of Pathologists notification form which, along with guidance notes, can be downloaded from the College website ([www.rcpath.org/training](http://www.rcpath.org/training)) at any time. Alternatively, the notification form can be requested from the Training and Educational Standards Coordinator at the College.

GMC have advised that the delivery of your Certificate of Completion of Training can take up to **3 weeks from your CCT date**, **not** from the date you send your form to GMC.

Until you receive your certificate and are listed on the Specialist Register, you may undertake locum consultant posts but not substantive consultant posts.

## How to complete the College notification form

Trainees should accurately complete the form in full and:

- provide accurate information in the grey boxes on the College notification form, as this will be **copied directly on to your CCT**
- obtain the signature of the Postgraduate Dean (or Associate Dean) to confirm completion of training (and subspecialty training if relevant).

## What to send to The Royal College of Pathologists

Trainees must send to the Training and Educational Standards Department at the College (see page 4 for contact details):

- the completed notification form
- a copy of the RITA Form G
- an updated CV.

Trainees who have had training prospectively approved towards their CCT by GMC must enclose a copy of all relevant documentation with their CCT application to the College.

Trainees applying for subspecialty recognition on the Specialist Register must **also** provide the evidence outlined overleaf.

## **Applying for inclusion of a subspecialty against a CCT entry on the Specialist Registrar**

Satisfactory completion of a structured recognised subspecialty training programme can lead to inclusion against an entry on the Specialist Register.

**For histopathology:** the recognised subspecialties are cytopathology, forensic pathology, neuropathology and paediatric pathology. The requirements for satisfactory completion of a recognised subspecialty are outlined in the *Histopathology Core Training Programme, 2001* and the *Curriculum for specialist training in histopathology and related subspecialties, 2005*.

**For chemical pathology:** metabolic medicine is a recognised subspecialty. Trainees wishing to apply for inclusion of metabolic medicine against a chemical pathology entry on the Specialist Register should indicate this on their notification form. On receipt of the CCT application, the College will confirm eligibility for inclusion of metabolic medicine against a chemical pathology CCT with the JRCPTB.

Trainees must provide the following minimum evidence if they require inclusion of a recognised subspecialty against an entry on the Specialist Register:

- appraisal form or supervisor's report providing evidence of successful progressive structured training
- a certificate or other verifiable evidence of completion of a structured training programme in the subspecialty applied for (e.g. RITA Form G)
- evidence that sub-speciality training was undertaken at Higher Specialist Training level; such evidence might include the award of an NTN or FTN number or the overseas details of the training post/programme appointment. Where subspecialty training has taken place Out of Programme (either in the UK or overseas), this must be accompanied by evidence of prospective GMC (or its predecessor body, PMETB) approval.

There are no recognised subspecialties for medical microbiology and virology.

### **How will the College complete the CCT process**

On receipt of a completed College notification form and documentation at the College, the Training and Educational Standards Coordinator will normally:

- check that the trainee meets the criteria for the award of the CCT, that all relevant documentation has been provided and that all requirements of the relevant curriculum have been satisfactorily completed.
- check that there is a full set of RITA forms in the trainee's file that covers the full specialist training period (excluding SHO training). Where gaps in RITA periods are identified, these will be checked with the relevant deanery and/or trainee. If gaps are identified between RITAs, this will not affect the recommendation of the award of the CCT by the College but will be reported to GMC.
- ask a representative of the relevant College Advisory Training Team (CATT) to check the CCT application.
- prepare and send a recommendation for the award of the CCT to GMC within 15 working days.
- acknowledge receipt of the CCT College notification form by informing the trainee when the recommendation has been made to GMC. Trainees are advised to contact the Training and Educational Standards Coordinator (details below) if they do not receive acknowledgement of their application from the College within 15 working days.

**NB Incomplete or late applications may result in the award of the CCT being delayed. The processing of CCT applications from trainees who have not previously registered with the**

**College may also be subject to delay. In addition, such individuals will be required to pay any outstanding annual registration fees.**

Please contact the Training and Educational Standards Coordinator if there are any further queries regarding the CCT application process.

**Further queries about the award of the CCT**

Any queries concerning the CCT process should be directed to:

Lindsay Fortune  
Training and Educational Standards Department  
The Royal College of Pathologists  
2 Carlton House Terrace  
London SW1Y 5AF

Tel: 020 7451 6749 (direct line)

Fax: 020 7451 6701

Email: [lindsay.fortune@rcpath.org](mailto:lindsay.fortune@rcpath.org)