



Online Training Portfolio Guidance for trainees nearing completion of training

Introduction

This guidance is intended to outline the administrative process in place to prepare for and manage your transition from using the online training portfolio to the online continuing professional development (CPD) portfolio.

As you near completion of training, it becomes increasingly important that you keep your online training portfolio as up-to-date as possible.

Passing the Part 2 FRCPATH examination

Passing the FRCPATH Part 2 examination will act as the trigger for you to begin to prepare for the transition from using the online training portfolio to the online CPD portfolio. This should allow sufficient notice for you to be able to ensure your training portfolio is up-to-date and to maintain it in the lead up to your completion of training.

The Training and Educational Standards Department at the College will write to you shortly after your success in passing the Part 2 FRCPATH examination has been confirmed. The purpose of the letter will be to:

- confirm your provisional Certificate of Completion of Training (CCT) date;
- provide you with a CCT application pack;
- notify you when your ability to amend or add to your online training portfolio will cease. This will coincide with the College recommendation for the award of your CCT and not the CCT date itself.

Applying for the award of the CCT

As soon as your CCT application is received by the Training and Educational Standards Department, you will receive an email confirming receipt of the application. You will also be informed of the date on which your CCT is expected to be recommended to the GMC. After this date, you will be informed that you will be able to continue to view, search and print your online training portfolio but you will not be able to continue to amend or add to it.

If you are applying for the award of the CCT well in advance of your CCT date you should bear in mind that your ability to amend or add to your online training portfolio will cease as soon as the College has recommended you for the award of the CCT.

If you are applying for the award of the CCT after your CCT date you will be able to continue using your online training portfolio in full until the College has recommended you for the award of the CCT. However, you will not be able to register for the College's CPD programme until your CCT application has been recommended.



Registering for CPD

Once your CCT has been recommended, the Training and Educational Standards Department will confirm this in writing and will also confirm that your online training portfolio is available for viewing, searching and printing only.

At the same time, you will be sent an application form to join the College's CPD scheme. You may complete this form online at the College website: www.rcpath.org/cpdregistration

Once you have received written confirmation of your registration on the CPD scheme, you will be able to access and use the online CPD portfolio.

Should you have any questions about your CCT or the online training portfolio, please contact the Training and Educational Standards Co-ordinator: training@rcpath.org

For queries relating to CPD or the online CPD portfolio, please contact the PSU Administrator: cpd@rcpath.org